Preface

Honorable customers,

Thanks for choosing products of this company. OA1000, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T&A Advantages

- Veracity

Record and reflect staffs' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc); it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- Convenience

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- Full Function

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- Flexible Shift Maintenance

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- Standalone

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

- Network management

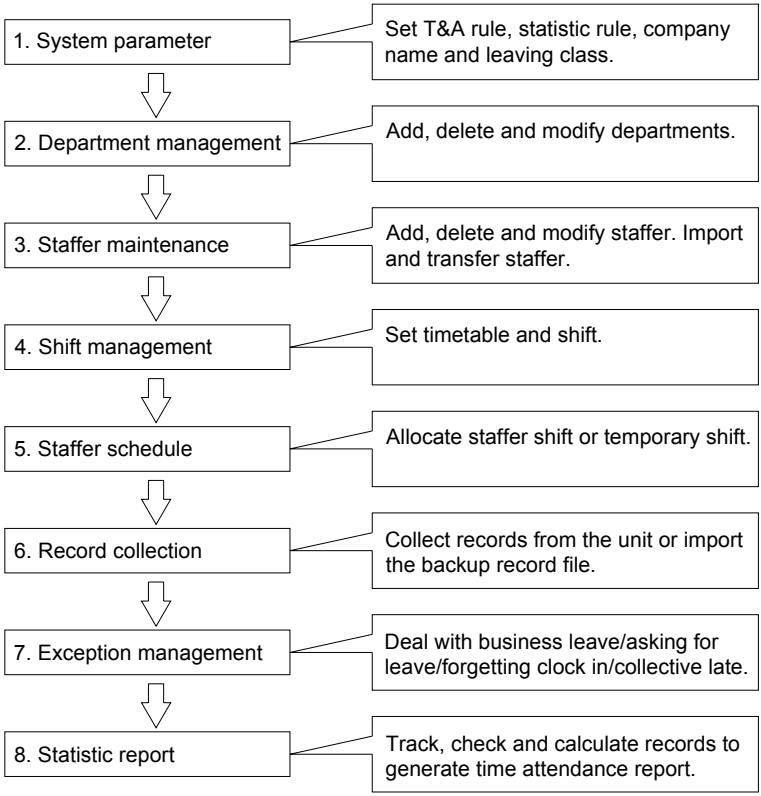
Many units can be connected through network via TCP/IP for easy management in central software.

Software operation flowchart

(Important chapter please read carefully.)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:


1. System parameter
Set T&A rule, statistic rule, company name and leaving class.
2. Department management
Add, delete and modify departments.
3. Staffer maintenance
Add, delete and modify staffer. Import and transfer staffer.
4. Shift management
Set timetable and shift.
5. Staffer schedule
Allocate staffer shift or temporary shift.
6. Record collection
Collect records from the unit or import the backup record file.
7. Exception management
Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report
Track, check and calculate records to generate time attendance report.

1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need

to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3. When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to [Import staffer list] so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6. Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In[Attendance Calculating and report], first please select the starting and ending date of the staffer, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is

incorrect.

Checking and calculation of transaction records is incorrect.

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Chapter 1 Introduction

The main theme of this chapter is the feature of this T&A, as well as function introduction.

1 Introduction

1.1 Fingerprint terminal description

OA1000 fingerprint identification terminal is the company in 2009 introduced a new generation of off-type fingerprint identification terminal system, using American technology Anviz optical fingerprint scanner, fingerprint recognition algorithm with a new, superior variety of difficult fingerprint can identify, resolve long-standing use of fingerprint identification in the field limitations issue. Multiple authentication methods (Fingerprint, card and password authentication) to meet different customer needs.

OA1000 standard 3.5-inch Industrial TFT LCD screen, optional touch screen, Samsung 400MHz ARM9 processor performance, making data storage more quickly; WinCE operating system, a more intuitive interface display; Safety requirements apply to higher government agencies and enterprises.

OA1000 Fingerprint Terminal

1.1.1 Features

- Standard 3.5-inch Industrial TFT LCD screen, optional touch screen;
- Samsung 400MHz ARM9 processor performance, WinCE operating system;
- Anviz optical fingerprint scanner, wear-resistant, against spoiling long life;
- Multifold identification: Fingerprint, Card, ID + fingerprint，ID + Password, Card + fingerprint and Card + Password;
- Customers can customize a variety of voice and attendance status, support staffer photo. SMS, multimedia video;

• Standard 1.3 million pixel camera, camera functions to achieve, to prevent the alternative attendance phenomenon;

• Speak, Microphone, 2 USB Port and RJ-45 port;

• Support TCP/IP, RS232, USB Host and Wiegand communication;

• By connecting the SC021, SC822 access controller access control system to achieve split security;

• Support real-time recording download, online monitoring, remote server access control or high-end features such attendance;

• Registration capacity: 3000 Fingerprints and 50000 Records;

1.2 Technical Parameters

Item	Describe
Comparison time	<1 sec
Recognition mode	Fingerprint, Password, Card
The area for the fingerprint collect	22mm*18mm
Image Resolution	500DPI
FRR	0.001%
FAR	0.00001%
Standard interface	RS232, USB HOST, TCP/IP, Wiegand Output
Dynamic Power	<280mA
Static Power	<220mA
ESD protect	>15000V
Power	DC 12V 1A
Operating temperature/ humidity	-10℃-60℃ / 20％-80％
Material	ABS Engineering Plastics
Size	180(W)×137(H) ×40(D)mm
Color	Black (Customizable)

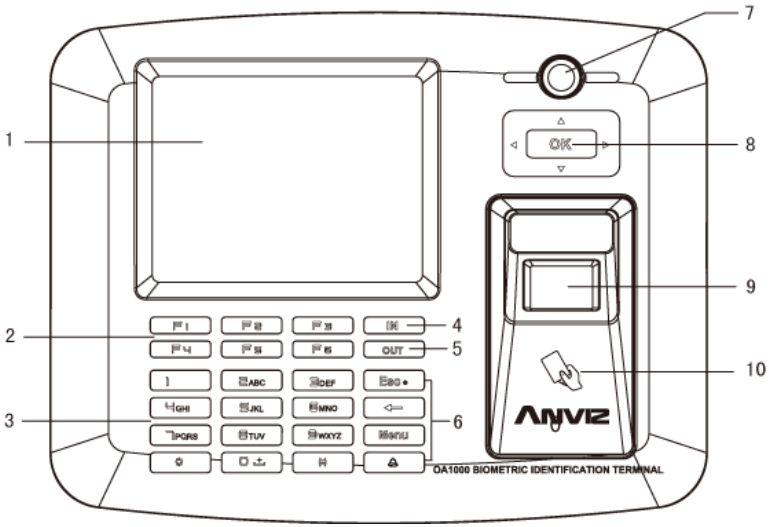
Chapter 2 Operation Guide

This section mainly Fingerprint terminal OA1000 appearance, operation (Including how to add and remove users and how to set system parameters, etc.) are explained.

2 Operation Guide

2.1 Structure

OA1000 fingerprint terminal's structure:



Introduce as follow:

1	LCD	2	Shortcut keys
3	Number/Letter key	4	Menu Key
5	Exit/Power key	6	Status setting key
7	Camera	8	OK-Direction key
9	Fingerprint Sensor	10	Reader Card Area

2.2 Start

First connect with 12V DC, after connected the device will starting auto and enter into the attendance interface. Show as follow:

Under main interface, could attendance operate and enter into the system manage

menu as administrator.

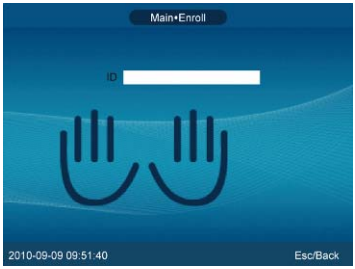
2.3 System Management

In the main interface, enter “0” and press [OK] key, the system shows: “Please enter the password” in input box of the password, enter the default password [12345], press [OK] key and enter the [Main] Menu:

In [Main] Menu, press [▲], [▼], [◀] and [▶] direction key select [Enroll], [User], [Data], [Application], [Setting] and [Advanced] options operation the device.

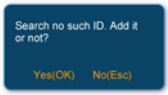
2.3.1 Enroll Fingerprint

In [Main] Menu, press [▶] key to select [Enroll] option and press [OK] key to enter [Main•Enroll] interface:



Enter use’s ID and press [OK] key.

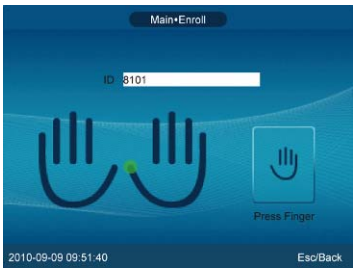
1. If the user ID not exists, the system will eject the dialog box “Search no such ID. Add it or not?”:



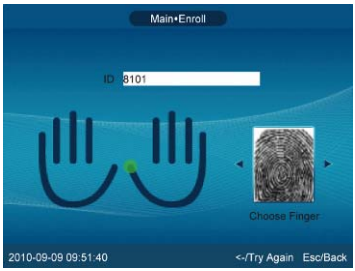
Press [OK] key, the system will enter into the edit interface of user information:

Edit the user information and press [Menu] key to save it. Then select [Enroll FP] option and press [OK] key back to fingerprint register interface.

2. If the user ID exists, could select fingerprint on the picture which you want register (The green point will on the finger which you have choose) and press [OK] key. The interface shows “Press finger”:



Put the fingerprint on the FP sensor, collect success the system will prompt: “Remove finger”. After removed fingerprints the system will prompt again “Remover finger”. Operate follow with the prompt message (Register one fingerprint needs collect fingerprint image three times). After collected success the system will prompt “Choose finger”:



Press [◄] or [►] key to select the best fingerprint image, such as the second image, press [OK] key to save. The system will prompt “Save FP No. 2!”:

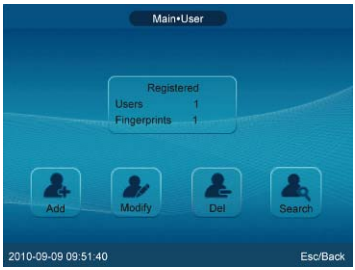
Press [OK] key confirm to save.

Notice: One user could register 10 fingerprints.

2.3.2 User Management

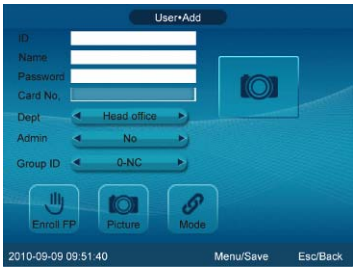
User management including add, modify, delete, search operation for user. And also including add, modify and delete operation for department.

In [Main] Menu, press [➤] key to select [User] option and press [OK] key to enter [Main•User] interface:



2.3.2.1 Add User

In [Main•User] menu, press [➤] key to select [Add] option and press [OK] key to enter [User•Add] interface:

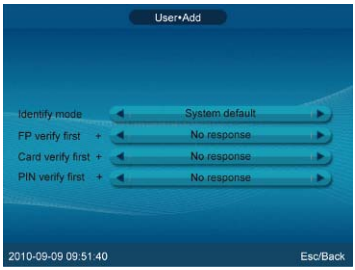


Edit the user information, enter [ID], [Name], [Password] and Swiping the ID card to register user card. Settings the department for user, administrator limits and the group number, and then press [Menu] key to save user information.

[Enroll FP]: Return to register user fingerprint;

[Picture]: Take a photo for user;

[Mode]: Return to [Matching Method] setting interface:



[Identify mode] has [System default] and [Set by user]:

[System default]: Default matching method could set in [Advanced] - [Mode];

[Set by user]: User could set all by your requirements:

[FP verify firstly +]: When the user first time use finger printer comparison one the device the response of the device. There are four modes:

[FP + No response]: This mode means the machine without response after FP identified;

[FP + Password identify]: This mode means input password after FP identified;

[FP + Card identify]: This mode means swiping card after FP identified;

[FP + Success]: This mode means directly pass after FP identified;

[Card verify firstly +]: When the user first time use card comparison one the device the response of the device. There are five modes:

[Card + No response]: This mode means the machine without response after swiping card;

[Card + Password identify]: This mode means input password after swiping card;

[Card + FP identify (1:1)]: This mode means press user finger after swiping card;

[Card + FP + PWD identify]: This mode means press user finger and input password after swiping card;

[Card + Success]: This mode means directly pass after swiping card;

[PIN verify firstly +]: When the user first time use ID comparison one the device the response of the device. There are five modes:

[PIN + No response]: This mode means the machine without response after input PIN;

[PIN + Password identify]: This mode means input password after input PIN;

[PIN + FP identify (1:1)]: This mode means press user finger after input PIN;

[PIN + FP +PWD identify]: This mode means press user finger and input password

after input PIN;

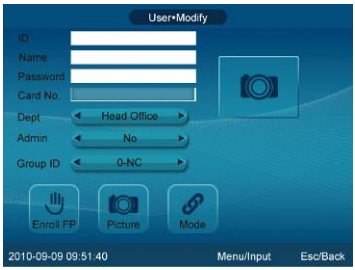
[PIN + Success]: This mode means directly pass after input PIN;

After setting press [Esc] key back to the save and return to the previous screen, set the match to complete.

After editing, press [Menu] key to save the staff data.

2.3.2.2 Modify User

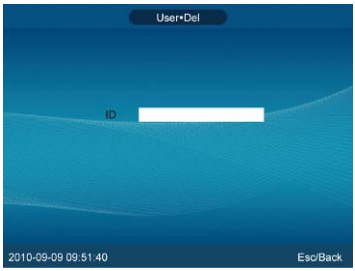
In [Main•User] menu, press [➤] key to select [Modify] option and press [OK] key to enter [User•Modify] interface:



Enter the ID and press [OK] key to confirm, the user information display automatically then could modify the user information. After finished, press [Menu] key to saved the modification for user.

2.3.2.3 Delete User

In [Main•User] menu, press [➤] key to select [Del] option and press [OK] key to enter [User•Del] interface:



Input ID and press [OK] key to confirm, the system display the user information:

Then could press [F3] key to delete, the system prompts: “Are you sure to delete the user whose ID is 5?”:

Press [OK] key to confirm delete, press [Esc] key to cancel.

2.3.2.4 Search User

In [Main•User] menu, press [➢] key to select [Search] option and press [OK] key to enter [User•Search] interface:

Set the user's information, such as: input [ID], select [Dept], and then select [Search] button and press [OK] key or press [F1] key to query qualified users.

If you check out the multiple pages of records, press [F4] or [F5] key to page up or page down.

2.3.3 Data

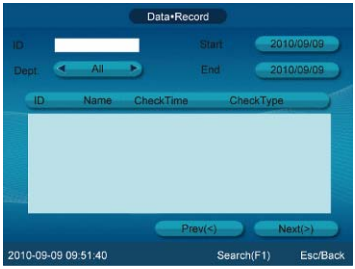
[Data] contains [Record], [Import], [Export], [Backup DB] and [Restore DB] options.

In [Main] menu, press [➢] key to select [Data] option and press [OK] key to enter [Main•Data] interface:

2.3.3.1 Record Search

According the setting conditions to query the user's attendance records.

In [Main•Data] menu, press [➢] key to select [Record] option and press [OK] key to enter [Data•Record] interface:



Set the search conditions, such as: input [ID], select [Department] and set [Start/End time], then press [F1] key to search records. The record will shows on the list.

2.3.3.2 Import

Backup the user data into the system.

In [Main•Data] menu, press [➢] key to select [Import] option and press [OK] key to enter [Data•Import] interface:

Select the source file directory, select [Import] button and press [OK] key to import the source data into the system database.

Remarks: First please create a folder and named as a serial number. This folder could store in the device's flash, SD card or U disk. The file need store in this folder the second the name of the file must as a BAK and the suffix of the file is fixed, Such as:

Staff Information file: BAK.YG; Fingerprint file: BAK.ZW; Record file: BAK.KQ

2.3.3.3 Export

[Export] include staff information export and attendance record export.

In [Main•Data] menu, press [➢] key to select [Export] option and press [OK] key to enter [Data•Export] interface:

2.3.3.3.1 Export User

This operation could backup the staff information and fingerprint information in the device's Flash or U driver or SD card.

In [Data•Export] menu, press [➤] key to select [User] option and press [OK] key to enter [Export•User] interface:

Select the path to export user information (Device Flash/SD Card/U pen driver) select [Export] button and press [OK] key, the system will prompt "Export the fingerprint or not ?":

Press [OK] key to confirm the user fingerprint information export. After export is completed, the progress of 100%, the system prompts "Export Successfully":

The Device FLASH/SD Card/U disk directory will generate the name of the serial number folder. In the folder have the user information and fingerprints of two files.

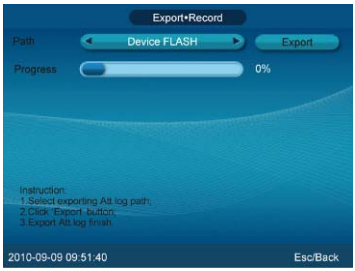
User data file name: BAK+ Export Date + Suffix (YG);

Fingerprint file name: BAK+ Export Date + Suffix (ZW);

2.3.3.3.2 Export Record

This operation could store the staffer attendance information in the device's Flash or U driver or SD card.

In [Data•Export] menu, press [➤] key to select [Record] option and press [OK] key to enter [Export•Record] interface:



Select the path of export attendance information (Device Flash or SD card or U pen driver), then select [Export] button and press [OK] key, the system will prompt: "Download all the records?":

Press [OK] key to confirm download all the record. Press [Esc] key to cancel the download.

Attendance record export is complete, the system prompts: "Export Att.log finish".

Press [OK] key to confirm. Then the device's Flash or SD card or U pen driver directory will be automatically generated a folder. And this folder name as a device's serial number. In the folder stored the attendance records: BAK20100909.KQ.

The name of attendance record file is: BAK+Export Date+Suffix (KQ).

2.3.3.4 Backup DB

Backup the system database.

In [Main•Data] menu, press [➤] key to select [Backup DB] option and press [OK] key to enter [Data•Backup DB] interface:

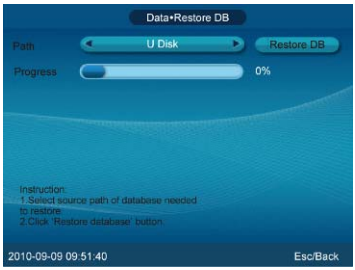
Select path to save the database (Device Flash or SD Card or U disk), then select [Backup DB] button and press [OK] key to backup the database. After backup the system will prompt: “Backup DB completed!”.

Press [OK] key to confirm, then the device’s FLASH or SD card or U disk directory will generate a file named “FP3000.DB”.

2.3.3.5 Restore DB

First make sure the database file stored in the device’s Flash or SD card or U disk directory and file name as “FB3000.DB”.

In [Main•Data] menu, press [➤] key to select [Restore DB] option and press [OK] key to enter [Data•Restore DB] interface:



Select the database files (Device Flash or SD Card or U disk), select [Restore DB] button and press [OK] key to restore database.

After restore the system will prompt: “Resume DB completed!”:

And then the system prompts:

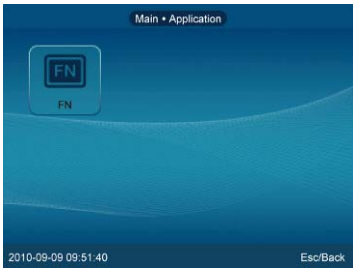
Press [OK] key to restart the system.

2.3.4 Application

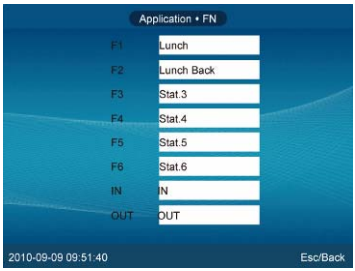
On the [F1-F6], [OUT], [IN] 8 function keys representing the meaning set.

For example: [F1] key is defined as [OUT], when the user time attendance and press [F1] key, left bottom of the screen will appear [OUT] state.

In [Main] menu, press [➢] key to select [Application] option and press [OK] key to enter [Main•Application] interface:



Select [FN] option and press [OK] key to enter [Application•FN] interface:



Set the function keys, after that and press [Esc] key to save the settings and return to the previous menu.

2.3.5 System Setting

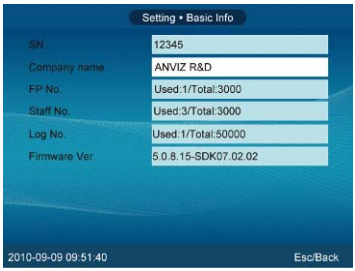
Set the whole system, there are [System Information], [Device Setting], [Fingerprint setting], [T&A Setting], [Display Settings] and [Time setting].

In [Main] menu, press [➢] key to select [Setting] option and press [OK] key to enter [Main•Setting] interface:

2.3.5.1 Basic Info

To view basic information about the system, modify the company name.

In [Main•Setting] menu, press [➢] key to select [Basic Info] option and press [OK] key to enter [Setting•Basic Info] interface:



[SN]: The unique identifier of the machine can not be modified;

[Company name]: User Name, you can modify automatically saved;

[FP No.]: Displays the number of registered fingerprint and the total number of fingerprints registered;

[Staff No.]: Displays the registered number of staffers and total number of staffers registered;

[Log No.]: Displays the number of attendance records and the total number of records can be stored;

[Firmware Ver.]: Record the firmware upgrade information;

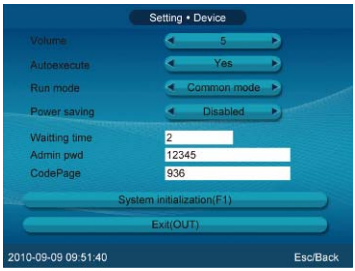
We can press [Esc] key to return a higher level interface.

2.3.5.2 Device

This function can set the system's [Volume], [Auto execute], [Run mode], [Power saving], [Waiting time], [Admin pwd] and [Codepage] parameters, [System initialization] and [Exit system].

In [Main•Setting] menu, press [➢] key to select [Device] option and press [OK] key to

enter [Setting•Device] interface:



[Volume]: The volume of the machine, the default volume is 5.

[Auto execute]: Select “Yes” to start the program automatically with the system running; select “No” does not start automatically.

[Run Mode]: A normal mode and Debug mode, the default is normal mode.

[Power saving]: Setting the system screen saver mode:

[Disabled]: Do not enable screen saver function;

[Screensaver]: Enable screen saver function, no operating system to run longer than the screen saver screen saver cycle.

[Turn Off]: Enable screen saver function, the system no longer than the screen saver operating cycles off the screen.

[Waiting Time]: The system runs from the last operation to screen saver time period, in seconds.

[Admin pwd]: Password for the administrator to enter management mode, the default is “12345”.

[CodePage]: States between text encoding and Unicode mapping table, CodePage used are:

Codepage = 932 Japanese; Codepage = 936 Simplified Chinese GBK;

Codepage = 949 Korean; Codepage = 950 Traditional Chinese BIG5;

Codepage = 437 US / Canadian English; Codepage = 866 in Russian;

Codepage = 65001 Unicode UFT-8;

[System Initialization]: Bring the system back to factory settings; all data will be fully cleared. We'd better back up the data before initialization.

[Exit]: Exit the program returns WinCE attendance system interface.

After setting press [Esc] key to exit and automatically save the settings.

2.3.5.3 Precision

Fingerprint set includes the precision of fingerprint matching set.

In [Main•Setting] menu, press [➢] key to select [Precision] option and press [OK] key to enter [Setting•Precision] interface:

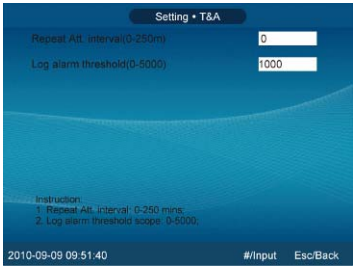
[Precision]: There are three types: [Basic], [Good] and [Excellent], the default for the [Good]; the higher accuracy of the fingerprint requirement is also higher.

After setting press [Esc] key to save and return to the previous menu.

2.3.5.4 T&A

After setting press [Esc] key to save and return to the previous menu.

In [Main•Setting] menu, press [➢] key to select [T&A] option and press [OK] key to enter [Setting•T&A] interface:



[Repeat Att. Interval (0-250m)]: The same user time interval between the two appraisal, default 0 (no interval). The setting range is 0-250 minutes;

[Log alarm threshold (0-5000)]: When the remaining space reaches the set attendance records the threshold, time and attendance alarm users the opportunity to be processed and the range of 0-5000;

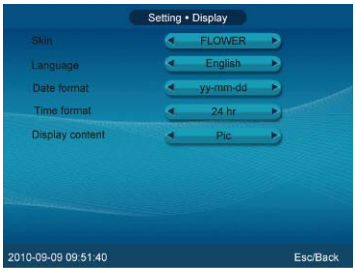
After setting press [Esc] key to save and return to the previous menu.

2.3.5.5 Display

Set system [language], [skin], [Date/Time format] and [Display box contents].

In [Main•Setting] menu, press [➢] key to select [Display] option and press [OK] key to

enter [Setting•Display] interface.



[Skin]: The main interface shows the skin, there are three kinds of skin to choose from;

[Language]: The system shows the type of language, there are both Chinese and English;

[Date format]: the system date display format, there are three: dd-mm-yy, yy-mm-dd and mm-dd-yy;

[Time format]: The system time display format, in 24-hour and 12 hour;

[Display content]: Attendance verified by the user, the display shows the contents of the box, you can set the display fingerprints, photographs, real-time camera photos three display formats:

[Fingerprints]: Display the user during the fingerprint verification to the fingerprint image acquisition.

[Photo]: Shows the users save time and attendance machine photo to the user ID name (JPG format). Photo path: "My Device \ Nandflash \ OA1000 \ ICON" folder.

[Real-time camera picture]: User authentication immediately after the passage of attendance were photographed and displayed in its display box.

Modify the parameter values, is completed by [Esc] key to save and return to the previous menu.

2.3.5.6 Time Setting

Time setting is mainly used to set the date and time of the device.

In [Main•Setting] menu, press [➤] key to select [Time] option and press [OK] key to enter [Setting•Time] interface.

Adjust the time and date, select [Set] button and press the [OK] button to confirm the settings take effect.

2.3.6 Advanced Setting

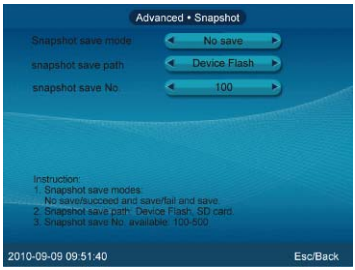
Advanced settings include photographs, communications, authentication and access control function set.

In [Main] menu, press [➢] key to select [Advanced] option and press [OK] key to enter [Main•Advanced] interface:

2.3.6.1 Snapshot

Set the snapshot modes of system, for example: [Snapshot save mode], [Snapshot save path] and [Snapshot save No.].

In [Main•Advanced] menu, press [➢] key to select [Snapshot] option and press [OK] key to enter [Advanced•Snapshot] interface:



[Snapshot save mode]: There are three modes:

[No save]: does not save the photo, the default state;

[Pass and save]: User authentication passed to take pictures of their attendance and save the photos. The photos save path as: “My device\Nandflash\OA1000\SNAP” folder;

[Deny and save]: User authentication failed to take pictures of their attendance and save the photos. The photos save path as: “My device\Nandflash\OA1000\SNAP” folder.

[Snapshot save path] in two ways:

[Device FLASH]: the pictures are saved to the system Flash in;

[SD Card]: The pictures are saved to the SD card, automatically generated “ICON” and the “SNAP” two folders.

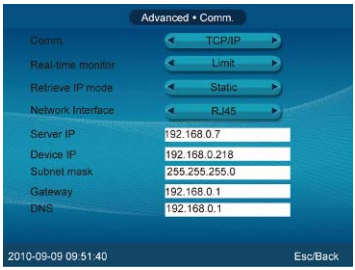
[Snapshot save No.]: Number of photos up to 500 sheets, the default save 100.

After setting press [Esc] key to save and return to the previous menu.

2.3.6.2 Comm.

The main types of communication settings of the communications, real-time monitoring, access to IP, the network interface type setting and parameters of the machine's network settings.

In [Main•Advanced] menu, press [➢] key to select [Comm.] option and press [OK] key to enter [Advanced•Comm.] interface:



[Comm.]: There are three types: Comm, RS485 and TCP/IP;

[Real-time monitor]: This function must be active while real-time collecting data from terminal and real-time monitor form the terminal;

[Retrieve IP mode]: There are two modes:

[Static]: User set a fixed IP address for the time attendance devices.

[Automatic]: Net card get the IP address from router automatically, user needn’t set it

again;

[Network Interface]: There are two types:

[RJ45]: Connect the computer and attendance device with NET cable for communication;

[WIFI]: Connect the device with wireless network for communication;

[Server IP]: To communicate with the attendance of the computer IP address.

[Device IP]: The machine's IP address.

[Subnet Mask]: According to the actual network environment settings subnet mask.

[Gateway]: Attendance required for connection to the Internet gateway IP.

[DNS]: According to the actual network environment configuration DNS server.

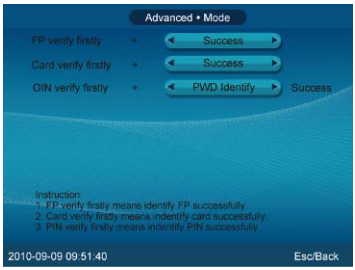
Set the type of communication system and related parameters, done, press [Esc] key to save and return to the previous menu.

Note: Attendance set a variety of communication see Chapter VII of the communication connection settings.

2.3.6.3 Mode

This function sets up user's comparison method.

In [Main•Advanced] menu, press [➢] key to select [Mode] option and press [OK] key to enter [Advanced•Mode] interface:



[FP verify firstly +]: When the user first time use finger printer comparison one the device the response of the device. There are four modes:

[FP + No response]: This mode means the machine without response after FP identified;

[FP + Password identify]: This mode means input password after FP identified;

[FP + Card identify]: This mode means swiping card after FP identified;

[FP + Success]: This mode means directly pass after FP identified;

[Card verify firstly +]: When the user first time use card comparison one the device

the response of the device. There are five modes:

[Card + No response]: This mode means the machine without response after swiping card;

[Card + Password identify]: This mode means input password after swiping card;

[Card + FP identify (1:1)]: This mode means press user finger after swiping card;

[Card + FP + PWD identify]: This mode means press user finger and input password after swiping card;

[Card + Success]: This mode means directly pass after swiping card;

[PIN verify firstly +]: When the user first time use ID comparison one the device the response of the device. There are five modes:

[PIN + No response]: This mode means the machine without response after input PIN;

[PIN + Password identify]: This mode means input password after input PIN;

[PIN + FP identify (1:1)]: This mode means press user finger after input PIN;

[PIN + FP +PWD identify]: This mode means press user finger and input password after input PIN;

[PIN + Success]: This mode means directly pass after input PIN;

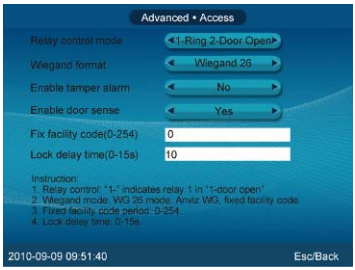
After setting press [Esc] key to save and return to the previous menu.

Tip: If the authentication method doesn't math with the [Add user] in the [way of comparison] settings, places [Add user] set subject than on the way; If [Add user] than on the way in the system default, places the subject authentication.

2.3.6.4 Access

Access key to the lock control setup delay, wiegand mode and fix wiegand setting.

In [Main•Advanced] menu, press [➤] key to select [Access] option and press [OK] key to enter [Advanced• Access] interface:



[Relay control mode]: Select "Yes" will ring a bell, select "No" does not ring a bell.

[Wiegand format]: There are two modes: Anviz Wiegand and wiegand 26 mode. Default is wiegand 26.

[Enable Tamper alarm]: Select “Yes” tamper detection settings, select “No” does not detect.

[Enable door sense]: Select “Yes” Magnetic detection settings, select “No” does not detect.

[Fix facility code (0-254)]: If the same fingerprint ID number uploaded to two different machines, compared with the output of the Wiegand number after the passage. If these two machines set to the same area code, then the output of the Wiegand number will be the same.

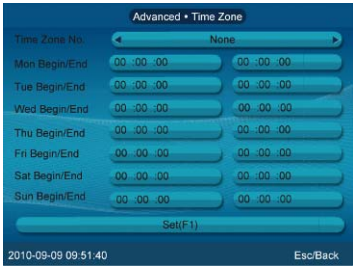
[Lock delay time (0-15s)]: finger-attendance, closed after the opening delay time, delay in the range 0-15 seconds.

After setting finished, press [Esc] key to save and return to the previous menu.

2.3.6.5 Time Zone

Time settings include view and select to set the time zone period.

In the [Main•Advanced], press [➢] key to select [Time Zone] option and press [OK] key to enter [Advanced•Time Zone] interface:



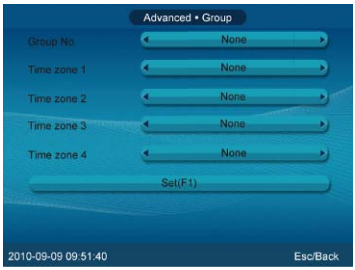
Select time zone period number, set the time zone corresponding begin/end time, click [Set] button ([F1] key) to save the settings, and take the setting effect.

View the settled time zone period, just fill in time code box, enter the number, the period of time zone will automatically displayed.

2.3.6.6 Group

Group settings, including the group view settings and select the group and group time zone setting.

In the [Main•Advanced], press [➢] key to select [Group] option and press [OK] key to enter [Advanced•Group] interface:



Select the group number, then the time zone of the group corresponding, such as the group 2 include the timezone is 1, after completion click [Set] button ([F1] key) to make the settings take effect.

2.4 Attendance

In the boot screen, press [F1-F6] key to switch to a different attendance status.

Users can accord their own identify mode to attendance.

[Single FP mode] (FP + Success mode): Press user finger on the fingerprint sensor, verify passed.

[Single Card mode] (Card + Success mode): Swiping the user's card, verify passed.

[Single PIN mode] (PIN + Success mode): Input the user ID, press [OK] key, verify passed.

[Fingerprint + Password mode]: Press user finger on the fingerprint sensor, then input the password and press [OK] key, verify passed.

[Card + Password mode]: Swiping the user's card, input the password and press [OK] key, verify passed.

[PIN + Password mode]: Input the user ID and press [OK] key, input the password

and press [OK] key, verify passed.

[Fingerprint + Card mode]: Press user finger on the fingerprint sensor, then swiping user card, verify passed.

[Card + FP (1:1) mode]: Swiping the user's card, then press user finger on the fingerprint sensor, verify passed.

[PIN + FP (1:1) mode]: Input the user ID and press [OK] key, then press user finger on the fingerprint sensor, verify passed.

[Card + FP + PWD mode]: Swiping the user's card, then press user finger on the fingerprint sensor, finally input the password and press [OK] key, verify passed.

[PIN + FP + PWD mode]: Input the user ID and press [OK] key, then press user

finger on the fingerprint sensor, finally input the password and press [OK] key, verify passed.

[FP + No response]: Press user finger on the fingerprint sensor, then the system without reaction, verify fails.

[Card + No response]: Swiping user's card, then the system without reaction, verify fails.

[PIN + No response]: Input user ID and press [OK] key, then the system without reaction, verify fails.

This function/fudged ads

Chapter 3 System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3 System Installation

First we should install background management software on the computer. Please refer to the following steps:

3.1 Operation environment

Hardware requirement:

Pentium Ⅱ 266 and above; PentiumⅢ500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM (USB Port)

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

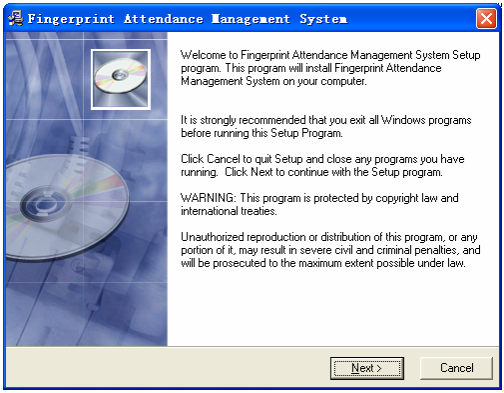
Operation system:

Microsoft Windows 2000(recommended)

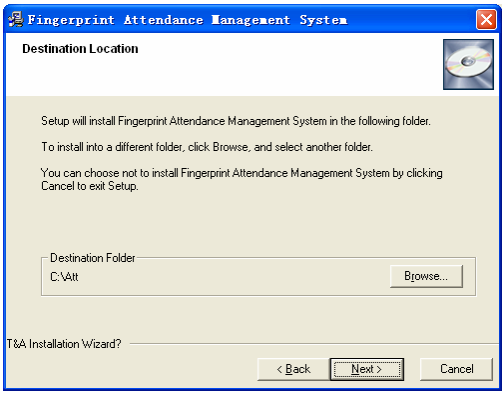
Microsoft Windows XP

3.2 System installation

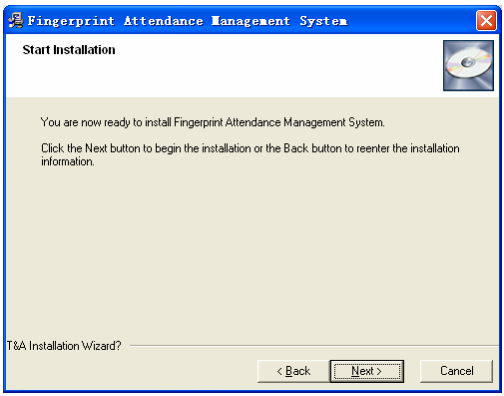
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc. The following window will pop up:


Fingerprint Attendance Management System
Welcome to Fingerprint Attendance Management System Setup program. This program will install Fingerprint Attendance Management System on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

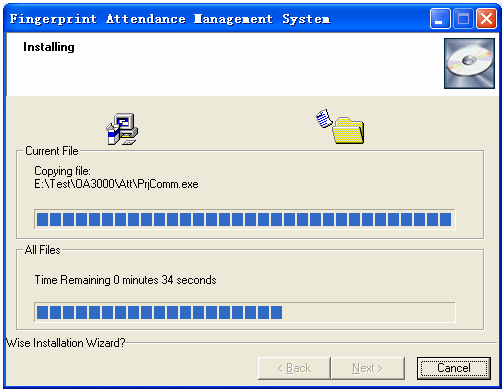
Click [Next] to continue installation (see the picture below):


Fingerprint Attendance Management System
Destination Location
Setup will install Fingerprint Attendance Management System in the following folder.
To install into a different folder, click Browse, and select another folder.
You can choose not to install Fingerprint Attendance Management System by clicking Cancel to exit Setup.
Destination Folder
C:\Att
Browse...
T&A Installation Wizard?
< Back
Next >
Cancel

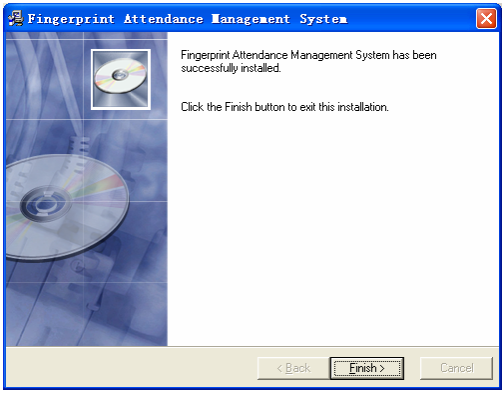
Select the target directory to install the program and the default is “C:\Att”. Click [Next] to continue installation (see the picture below):


Fingerprint Attendance Management System
Start Installation
You are now ready to install Fingerprint Attendance Management System.
Click the Next button to begin the installation or the Back button to reenter the installation information.
T&A Installation Wizard?
< Back
Next >
Cancel

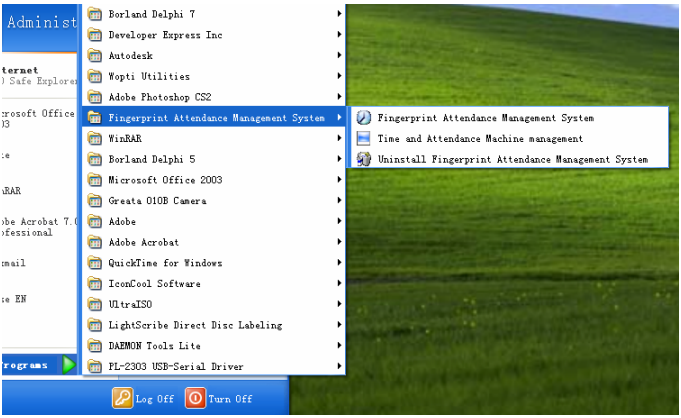
Click [Back] and installation will return to the previous screen and re-select target directory; Click [Next] and the installation will start as the following picture shows:



The installation will be done after seconds (see the picture below):


Fingerprint Attendance Management System
Fingerprint Attendance Management System has been successfully installed.
Click the Finish button to exit this installation.
< Back
Finish >
Cancel

Click [Finish] to close the installation program and an icon [ ] will be added to the desktop. Double click it and the T&A management system will be started. In addition, [Fingerprint Attendance Management System] has been added to [All Programs]. Please see the picture below:



The shortcut of [Fingerprint Attendance Management System], [Time and Attendance Machine management] and [U disk management] is included in [Fingerprint Attendance Management System].

3.3 Uninstall the program

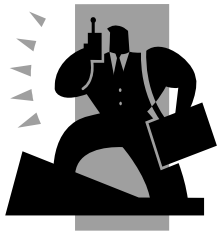
Click [Uninstall Fingerprint Attendance Management System] in the above picture, click [Next] and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so

please make sure before operation.

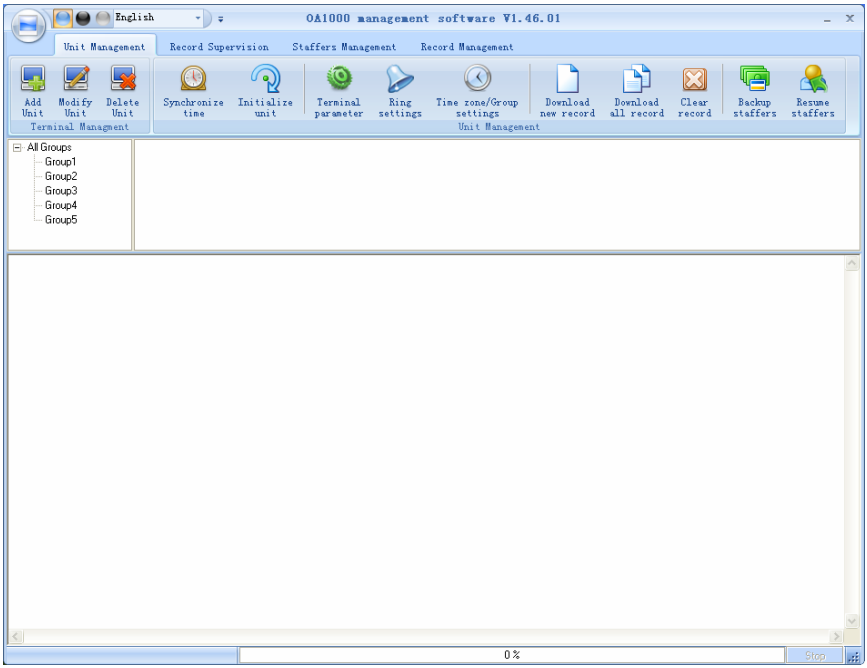
Chapter 4 Communication

The chapter is mainly about how to add, delete and set communication between PC and terminal.

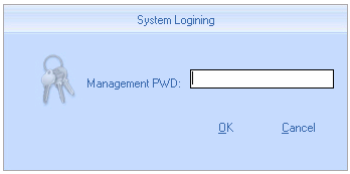


4 Communication

Click [Start] – [All Programs] – [Fingerprint Attendance Management System] – [Time and Attendance Machine Management] to start the attendance background management program, and open the communication program:



If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

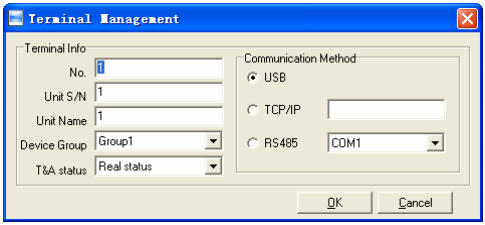
When you enter a wrong password, a message box pops up as follows:

Click the button [OK]. And then try to enter the correct password

4.1 T&A Machine Management

4.1.1 Add Unit

Click the button [Add Unit]. Following windows pops up:



Remark:

No.: This number can be set as you like.

Unit S/N: Serial number is used to identify every time attendance terminal (this number is on back label as “Serial No”);

Unit Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

RS485: The default value is COM1;

TCP/IP: Input the terminal’s IP address. The default IP address is 192.168.0.218.

Click the button [OK] to save the information. Can see a saffron yellow terminal icon ( ). Please move the cursor to the terminal icon it displays as follows:

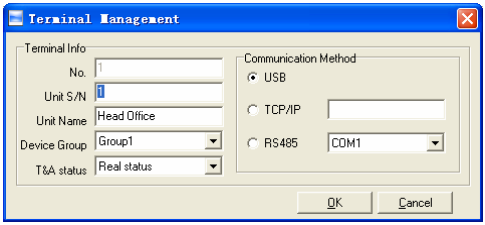
Machine Number: 1
Machine Name: Head office
Serial Number: 500
Communication Method: USB
Connection State: Abnormal

If the connection is failed, you can make the connection with the T&A machine (such as click the synchronize button), to connect the T&A machine to the PC. When the

connection is successful, you will see the terminal icon change to the blue color.

4.1.2 Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:



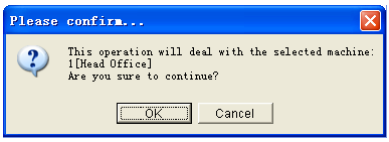
Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

Notice: If the “No” is already exist in the software, following message box pops up:

Click the button [OK] to set the Unit information again.

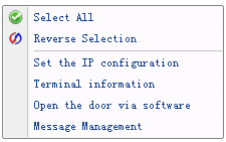
4.1.3 Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



Click the button [OK] to delete or click the button [Cancel] to cancel.

4.1.4 Right Key Menu

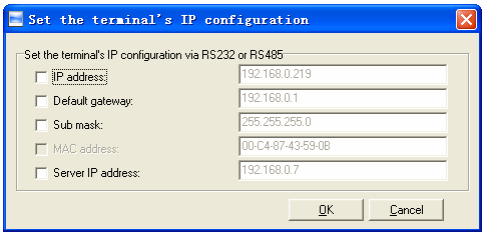


[Select all]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

4.1.4.1 Set the IP Configuration

Set the IP configuration.

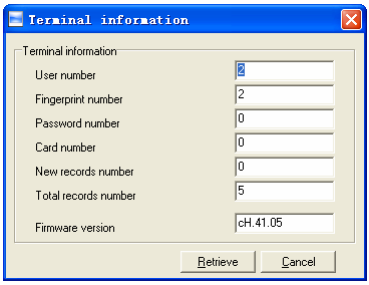


Select the check box and then modify the parameters. Click the button [OK] to save.

[2009-06-17 15:43:51]1[Head Office]Set the network parameters successfully

4.1.4.2 Terminal Information

Display terminal information as follows:



Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

If failed to retrieve the terminal information, it prompts:

4.1.4.3 Open the door via software

Open the door via software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

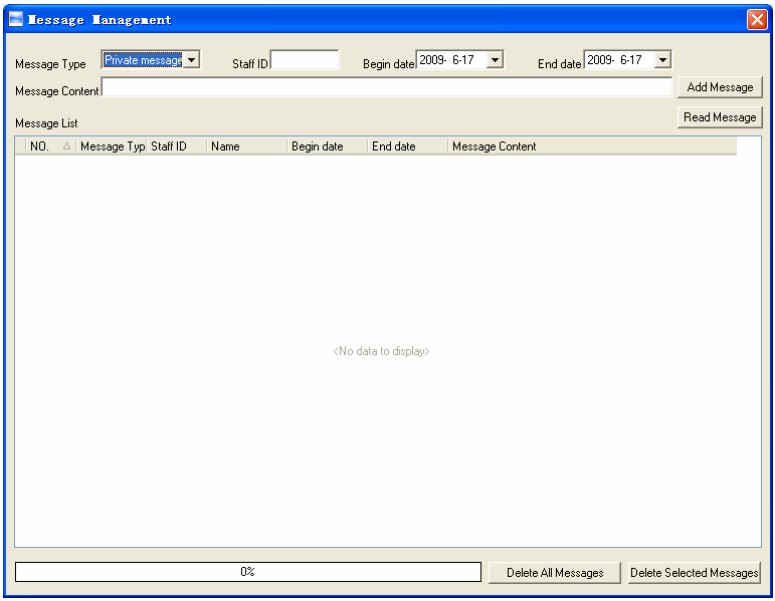
[2009-06-17 16:05:37]1[Head Office] Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

4.1.4.4 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:



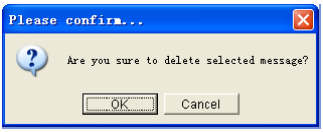
There are two kinds of message type: Private message and public message

Private message need the staffer ID. If you do not input the staffer ID, following message box pops up:

Click [Add Message] to add a new message;

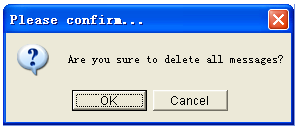
Click [Read message], you will see the message in the [Message List];

You can select one message and click [Delete Selected Messages] to delete the message. One window pops up as follows:



Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

Click [Delete All Messages] if you want to delete all the messages. One window pops up as follows:



Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

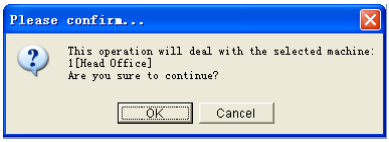
If you click [OK], it prompts:

Click [OK] to confirm.

The length limit of one message is 27 Chinese words or 54 English letters .If there are several messages, you can read them by pressing the direction key.

4.1.5 Synchronize Time

Synchronize the Terminal's time with the computer time. Click the button [Synchronize time]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

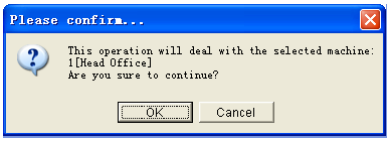
[2009-06-17 16:15:12]Synchronizing time...

[2009-06-17 16:15:13]1[Head Office]Synchronization successful!

4.1.6 Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:



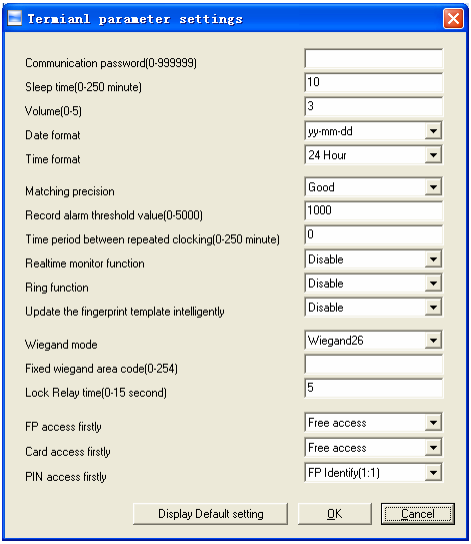
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

[2009-06-17 16:18:10]Initializing...
[2009-06-17 16:18:12]1[Head Office]Initialization successful!

4.1.7 Terminal parameter settings

Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:



Communication password (0-999999): The management password for the terminal.

Sleep time (0~250minutes): How long dose the terminal turn to the sleep mode if there is no one operating the terminal.

Volume (0~5): The volume of the prompt sound in the terminal. The default value is 3.

Date format: There are three kinds date format: yy-mm-dd, mm/dd/yy, and dd/mm/yy.

Matching precision: There are three kinds: ‘Normal’, ‘Good’ and ‘Exact’. The default value is ‘Good’.

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated checking (0~250minutes): The maximum value is 250 minutes. And the default value is 30s.

Real-time monitor function: Realtime monitor function is only for the TCP\IP

communication method.

Ring function: Enable is function before using the Ring time settings.

Wiegand Mode: Wiegand26, Anviz wiegand.

Fixed wiegand area code (0~254): If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

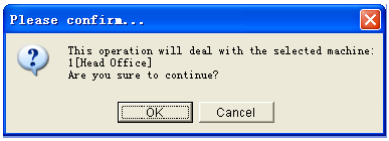
Lock Relay time (0~15seconds): The door open delay.

FP access firstly: it means the T&A machine's response when the user use the fingerprints identification method first time, you can set 4 methods: no response; password identification; card identification; pass directly; the default method is pass directly.

Card access firstly: it means the T&A machine's response when the user uses the card identification method first time, you can set 5 methods: no response; password identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is passing directly.

PIN access firstly: it means the T&A machine's response when the user use the user ID identification method first time, you can set 5 methods: no response; password identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is pass directly.

Click the button [OK] to save the settings. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information in the main interface is as follows:

[2009-06-17 16:18:56]Set Advanced Parameter...
[2009-06-17 16:18:58]1[Head Office]Parameter setting Successful!

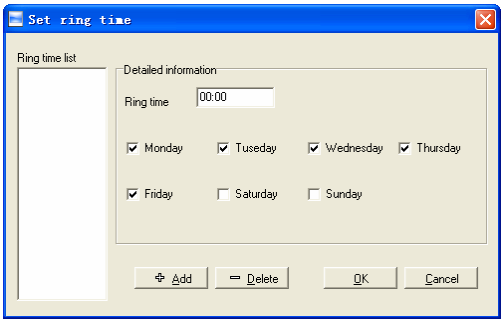
Click the button [Display default setting] to see the terminal's default settings

4.1.8 Ring settings

Set the ring time. Please enable the Ring function in the parameter settings first of

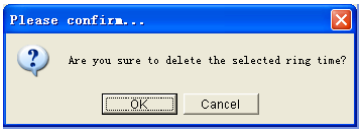
all.

Click the button [Ring settings]. [Set ring time] window pops up as follows:



Input the ring time and then click the button [+ Add)] to add the ring time to the “Ring time list”.

You can also click the button [-Delete] to delete the ring time from the “Ring time list”. One message box pops up as follows:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

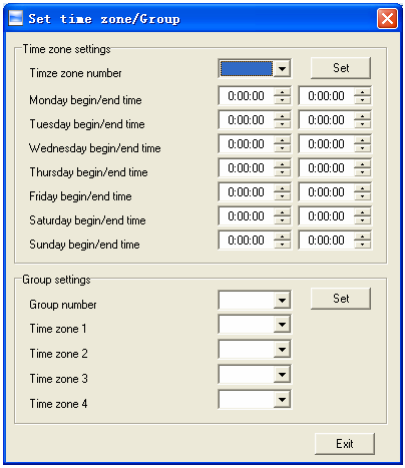
Click the button [OK] to save the settings. Following operation information displays in the main interface:

[2009-06-17 16:21:01]Setting ring time...
[2009-06-17 16:21:03]1[Head Office]Set the ring time successfully!

4.1.9 Time zone/Group settings

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:



[Time zone settings]:

Select the time zone number. And then you will see the timezone settings.

If you want to modify the timezone, you can just set the parameters again and click the button [Set] to save.

> [2009-06-17 16:22:16]Setting the time zone...
> [2009-06-17 16:22:17]1[Head Office]Set the time zone successfully!

[Group settings]:

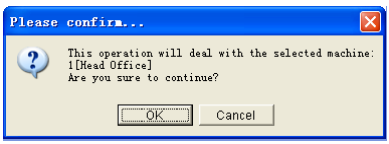
Select the group number and then you can see which time zones are arranged in this group.

If you want to modify the group settings, you can just change the timezone number and then click the button [Set] to save.

> [2009-06-17 16:22:27]Setting the group...
> [2009-06-17 16:22:29]1[Head Office]Set the group successfully!

4.1.10 Download new record

Click the button [Download new record]. Following message box pops up:



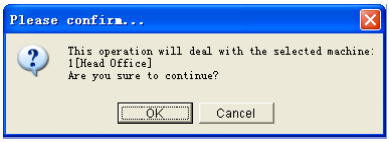
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-06-17 16:27:00]1[Head Office]Reading attendance records...
[2009-06-17 16:27:01]1[Head Office]Read the records completed, Records: 10,
Read successfully:10
[2009-06-17 16:27:03]1[Head Office]Clear time attendance records successfully

4.1.11 Download all record

Click the button [Download all record]. Following message records pops up:



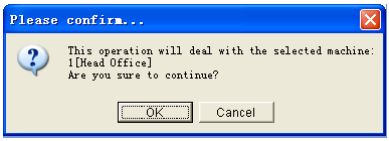
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-06-17 16:29:26]1[Head Office]Reading attendance records...
[2009-06-17 16:29:27]1[Head Office]Read the records completed, Records:38,
Read successfully:38
[2009-06-17 16:29:29]1[Head Office]Clear time attendance records successfully

4.1.12 Clear record

Click the button [Clear record]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

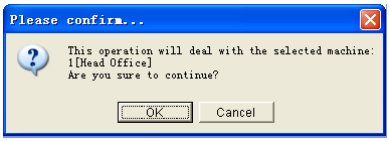
[2009-06-17 16:30:07]Clearing time attendance records...
[2009-06-17 16:30:09]1[Head Office]Clear time attendance records successfully

4.1.13 Backup Staffer

Download the staffer information and staffers' fingerprint templates from the

machine to the computer. You can edit the staffer information in the database Att2003.mdb. The user information is saved in the table “UserInfo” of the database. And the fingerprint templates information is saved in the folder “Template “in the installation directory.

Click the button [Backup Staffer]. Following message box pops up:

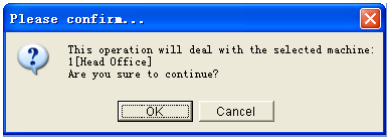


Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2009-06-17 16:30:34]Backupping staffers...
[2009-06-17 16:30:35]Backup staffer:1[Head Office]
[2009-06-17 16:30:36]1[Head Office]Backup staffer information completed, Records:5 ,Read successfully:5
[2009-06-17 16:30:36]1[Head Office]Backuping fingerprints...
[2009-06-17 16:30:37]1[Head Office]Backup staffers and fingerprints completed!

Notice: You can stop back upping the staffer by click the button on the right bottom corner. Following message box pops up:

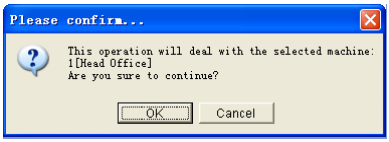


Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.1.14 Resume staffers

Upload the staffer information and staffer’s templates from the computer to the terminal.

Click the button [Resume staffers]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

[2009-06-17 16:31:48]Get back staffers...
[2009-06-17 16:31:48]Get back staffers:1[Head Office]
[2009-06-17 16:31:53]1[Head Office]Get back staffers completed

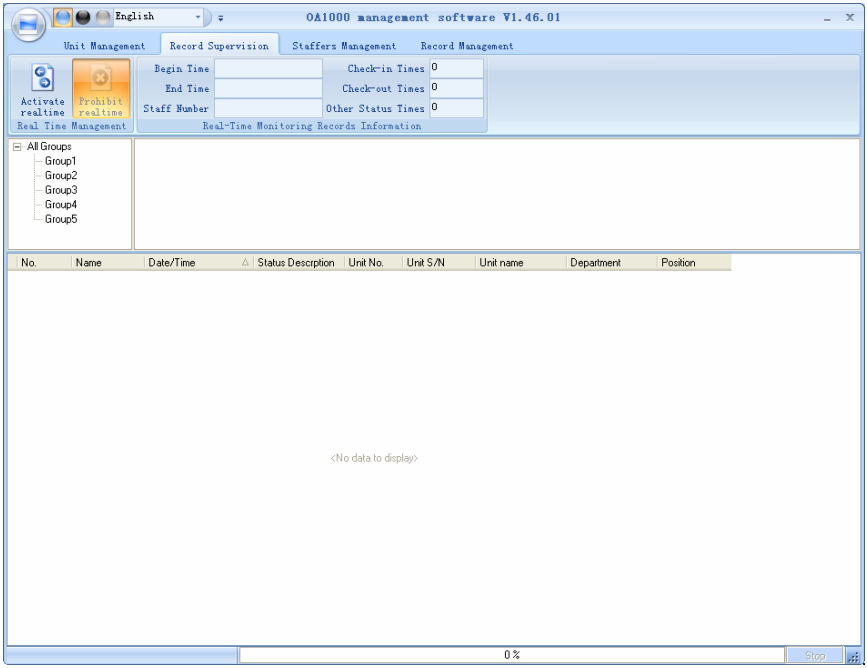
Notice: 1. please make sure that the User ID is existent in the terminal.

[2009-06-17 16:32:48]Get back staffers...
[2009-06-17 16:32:50]Get back staffers:1[Head office]
1[Head office]No such ID existed, recovery failed!

2. You can stop recovering the staffer by click the button [Stop] on the right bottom corner.

4.2 Record Supervision

Get the records from the terminal real-time.



4.2.1 Activate real-time

Click the [Activate real-time] button, the status bar shows message:" Reading

attendance records…". Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time		Check-out Times	0
Staff Number	7	Other Status Times	0

Real-Time Monitoring Records Information

When the staffer clock in or out, the Check-in Times or the Check-out times increases one. And the real time record shows as follows:

No.	Name	Date/Time	Status Descrption	Unit No.	Unit S/N	Unit name	Department	Position
8101	Mark Xia	2009-06-17 16:52:39	In	1	1	Head Office	Hardware	Hardware Engineer
8101	Mark Xia	2009-06-17 16:52:40	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:42	In	1	1	Head Office	Structure	Structure Engineer
2	Brand Zhao	2009-06-17 16:52:44	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:52:46	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:52:47	In	1	1	Head Office	Structure	Structure Associate Engineer
8104	James	2009-06-17 16:52:49	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8103	Michelle	2009-06-17 16:52:51	In	1	1	Head Office	Software	Software Associate Engineer
8101	Mark Xia	2009-06-17 16:52:55	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:56	In	1	1	Head Office	Structure	Structure Engineer
8103	Michelle	2009-06-17 16:53:02	In	1	1	Head Office	Software	Software Associate Engineer
8104	James	2009-06-17 16:53:03	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:05	In	1	1	Head Office	Structure	Structure Associate Engineer
8101	Mark Xia	2009-06-17 16:53:07	In	1	1	Head Office	Hardware	Hardware Engineer
1	King Jin	2009-06-17 16:53:09	In	1	1	Head Office	R&D	R&D Manager
2	Brand Zhao	2009-06-17 16:53:10	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:53:12	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:14	In	1	1	Head Office	Structure	Structure Associate Engineer

And the following window which includes the Staffer ID, Name, Department and Position pops up:

4.2.2 Prohibit real-time

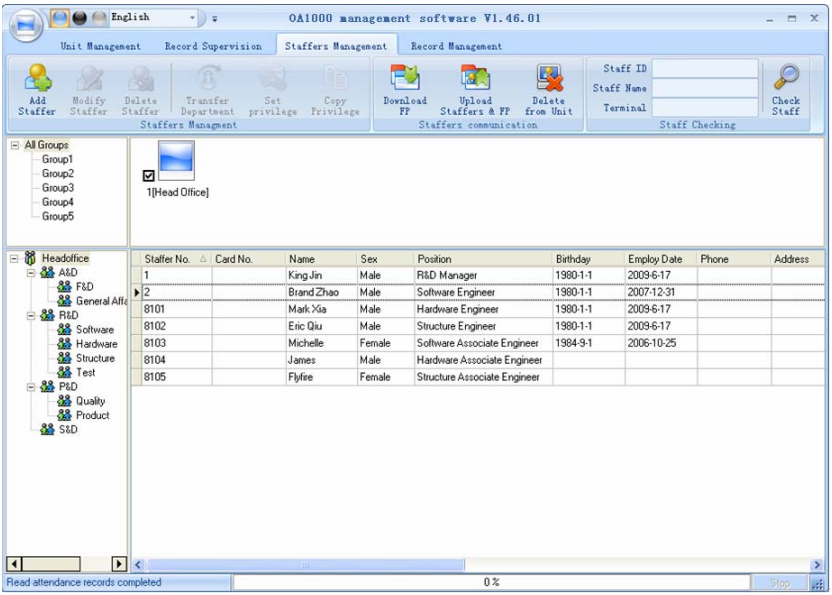
Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time	2009-06-17 16:34:55	Check-out Times	0
Staff Number	7	Other Status Times	0

Real-Time Monitoring Records Information

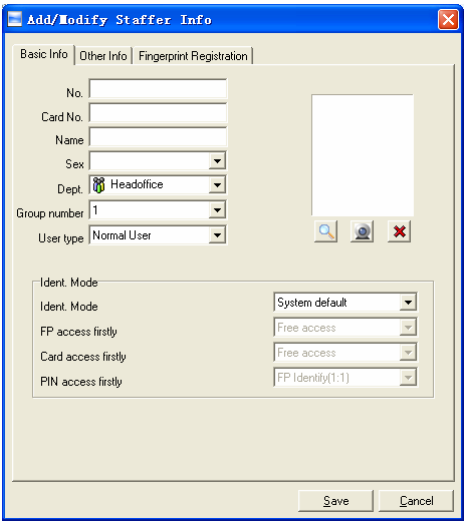
4.3 Staffers management

Staffer management interface is as following:



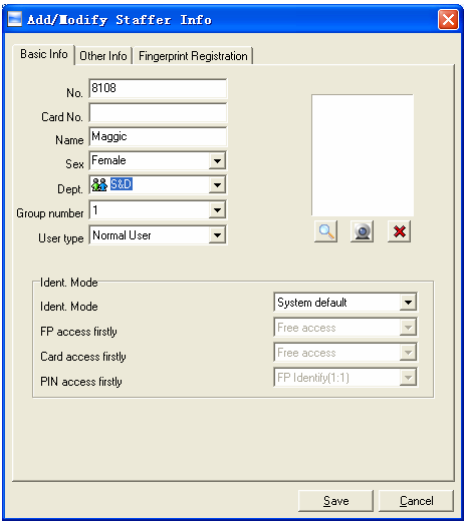
4.3.1 Add staffer

Click [Add staffer] button, open [Add/modify staffer info] window which includes 2 pages: Basic info and fingerprint registration as follows:



[Basic info]:

Input staff info in [Basic info]. You can also add pictures for staffs

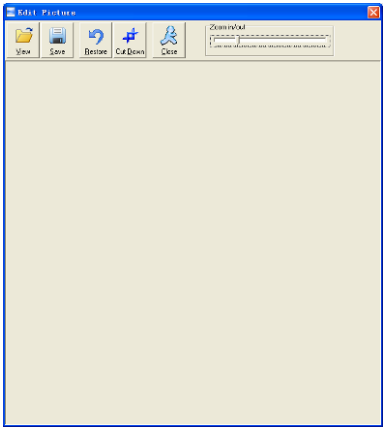


.

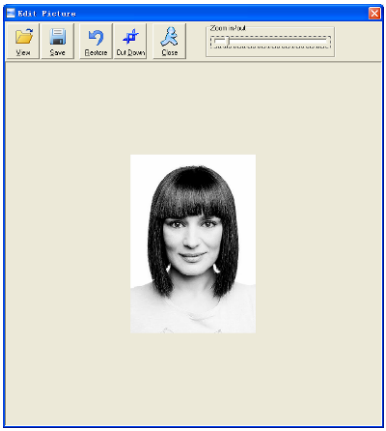
Notice: The No. is exclusive as well as the first digit cannot be 0!

There are two ways to add pictures:

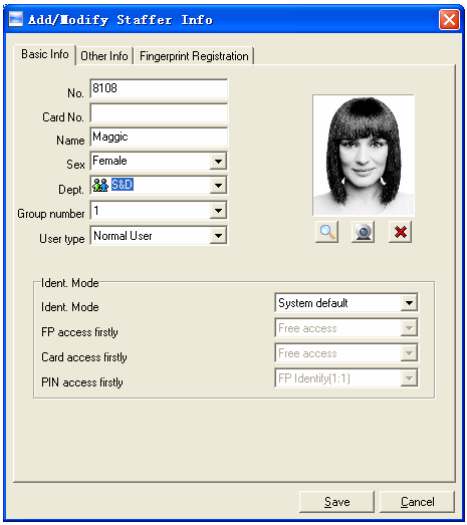
1st way: Click [ ] button, choose staffer's picture stored in PC and open [Edit picture] window as following,



Click the button [view] to choose one photo.

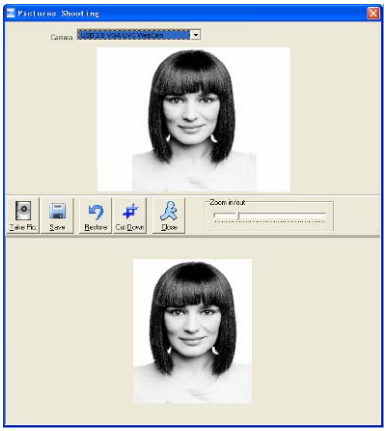


Edit the photo by the [Cut-down] function and then click the button [Save] to save as follows:



2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [ ] button, open [Pictures shooting] window as following,



Choose camera equipment, and click the button [take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

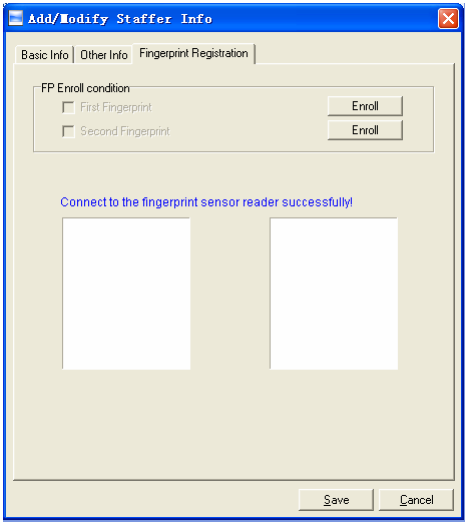
Click the button [ ] to delete the staff photo.

[Fingerprint registration]:

Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence “Connect to the fingerprint sensor reader successfully!” means that the OA99+ is connected successfully.

Place the fingerprint on the terminal’s fingerprint scanner window and then click the button [enroll] to enroll the fingerprint.



Click the button [OK] to save or click the button [Cancel] to cancel.

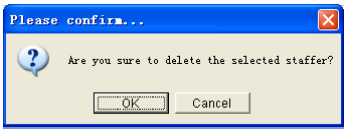
4.3.2 Modify staffer

Modify staffer operation is to modify the staffer information in the window [Add/Modify Staffer Info]

4.3.3 Delete staffer

Delete the staffer from the database.

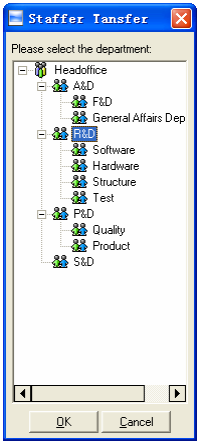
Choose staffer from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete staffer] and the following window pop-up,



Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.4 Transfer department

Choose the staffers and then click the button [Transfer department]. The window [Staffer Transfer] pops up:

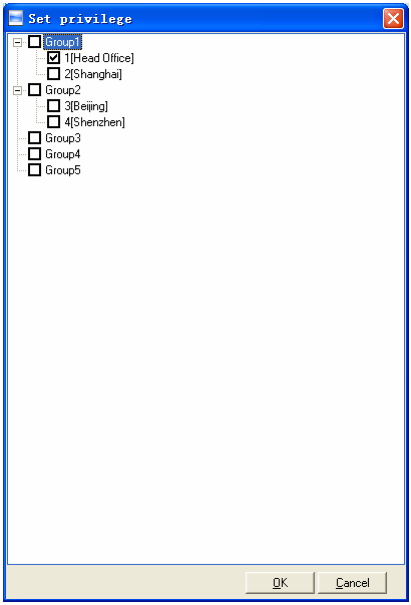


Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.5 Set privilege

We can only upload the staffers to the authorized terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



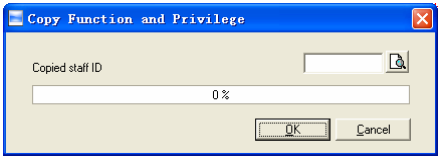
Choose the terminal and then click the button [OK] to save.

You can find the staffer's authorized terminal in the column [Unit] as follows:

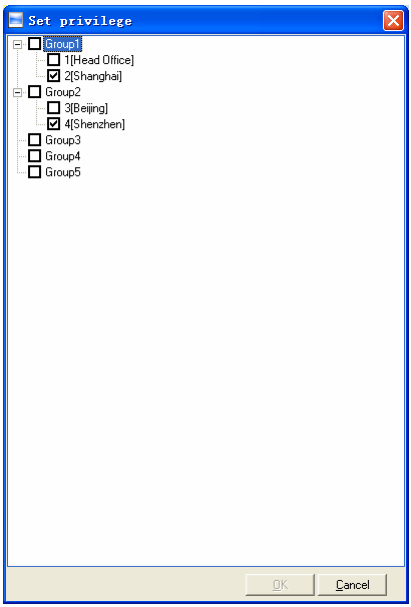
4.3.6 Copy Privilege

Copy the privilege from staffer A to the staffer B. And then the staffer B's privilege will be as same as the staffer A.

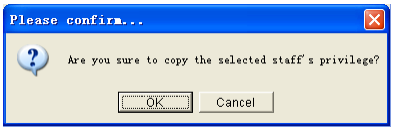
Choose the staffers from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



Input the one staffer's ID, and you can click the button [ ] to browse the staffer's privilege in the [Set privilege] as follows:



Then press [OK] to come back the interface, and click the button [OK] and the following window pop-up:.

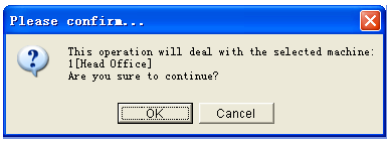


Click the button [OK] to copy the privilege. After copy completed the following window pop-up:

4.3.7 Download FP

Download the fingerprint from the terminal to the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download FP]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

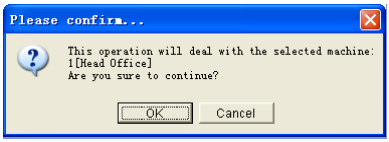
The operation nformation shows on the main interface as follows:

[2009-06-17 17:28:33]Download fingerprint ...
[2009-06-17 17:28:33]Download fingerprint:1[Head Office]
[2009-06-17 17:28:44]1[Head Office]Download fingerprint completely!

4.3.8 Upload staffer & FP

Upload the staffer information and fingerprints to the terminal.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload Staffer & FP]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

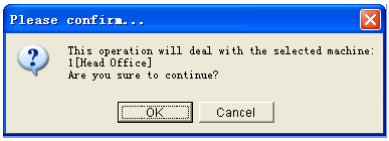
The operation information shows on the main interface as follows:

[2009-06-17 17:29:11]Upload staffers and fingerprints ...
[2009-06-17 17:29:11]Upload staffers and fingerprints:1[Head Office]
[2009-06-17 17:29:18]1[Head Office]Upload staffer and fingerprint completed

4.3.9 Delete from Unit

Delete the staffers from the terminal via the software.

Choose the staffers from staff info list (you can choose some or all the staffers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:



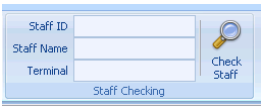
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2009-06-17 17:30:47]Delete the staffer from the device...
[2009-06-17 17:30:47]Delete the staffer from the deviece:1[Head Office]
[2009-06-17 17:30:51]1[Head Office]Delete the staffer from the device completely

4.3.10 Staff Checking

Search the staffer information.

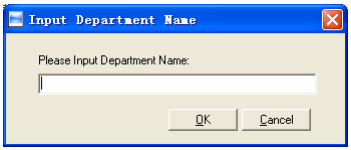


Search the staffer information by the Staff ID, Staff Name and Terminal. Click [Check staff] button and then the staffer info shows in the list.

4.3.11 Department management

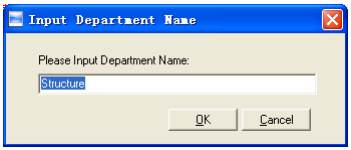
Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

[Add dept]: Click [Add dept]. The [Input Department Name] window pops up:



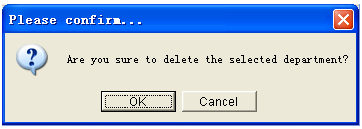
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Modify dept]: Choose the department which is going to be modified. Click [Modify dept]. The [Input Department Name] window pops up:



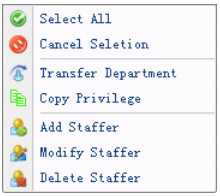
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Delete dept]: Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept]. Following message box pops up:

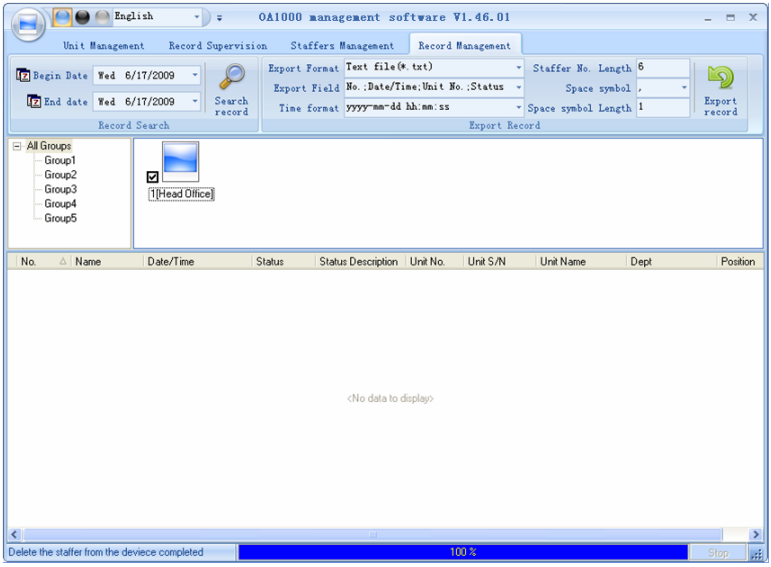


Click the button [OK] to confirm or click the button [Cancel] to cancel.

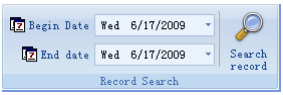
Remark: Right button menu:



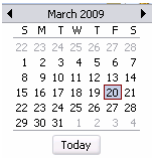
4.4 Record management



4.4.1 Record Search



Set the Begin Date and End Date as follows:

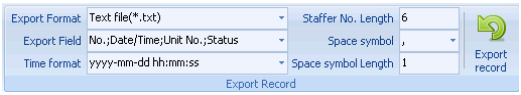


Click the button [Search record] to search the record.

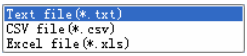
No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name	Dept
1	King Jin	2009-6-17 16:33:58	I	In	1	1	Head Office	R&D
1	King Jin	2009-6-17 16:53:09	I	In	1	1	Head Office	R&D
2	Brand Zhao	2009-6-17 16:33:48	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:34:02	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:52:44	I	In	1	1	Head Office	Software
2	Brand Zhao	2009-6-17 16:53:10	I	In	1	1	Head Office	Software
8101	Mark Xia	2009-6-17 16:26:36	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:26:47	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:09	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:24	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:26	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:27	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:29	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:31	I	In	1	1	Head Office	Hardware
8101	Mark Xia	2009-6-17 16:28:33	I	In	1	1	Head Office	Hardware

4.4.2 Export Record

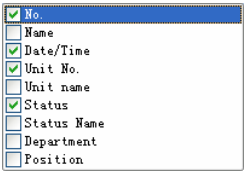
Set the export format, export file and time format.



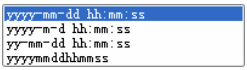
Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).



Export field: Choose the fields which are useful for you.



Time format: 4 optional formats



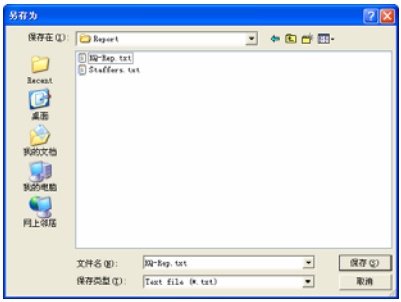
Staffer No. length: set staffer No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click [Export record] button, open ‘Save as’ window, choose

save file directory, input file name as following,

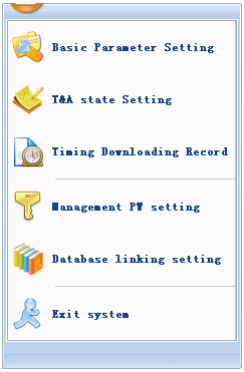


Click [Save] button. The system prompts as follow:

Click the button [OK] to confirm.

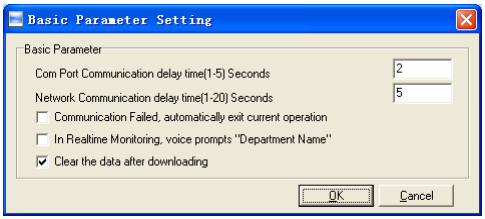
4.5 System settings

Click the icon on the top left corner, the menu pops up as follows:



4.5.1 Basic parameter settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:



Com Port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

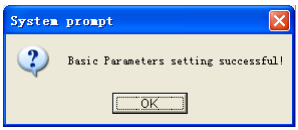
□ Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

□ In real-time monitoring, voice prompts 'Department name': During real-time monitor, if staff is access granted, the software will voice prompt staff department and name.

□ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

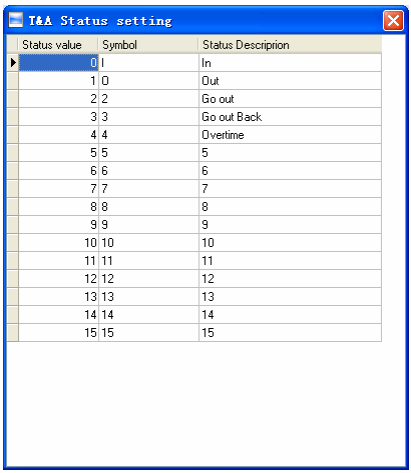
Click the button [OK] to confirm or click the button [Cancel] to cancel.

If setting successfully, it prompts:



4.5.2 T&A state Setting

Click the [T&A state Setting]. The [T&A state setting] window pops up:



Status value	Symbol	Status Description
0	I	In
1	O	Out
2	2	Go out
3	3	Go out Back
4	4	Overtime
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15

Click the state which is going to be modified. Input the status description.

4.5.3 Timing Downloading Record

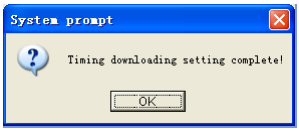
Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:

Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

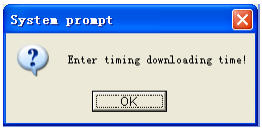
Please use the button [ ] to set a time. And then click the button [Add] to add the time to the [Downloading Time]

Click the button [OK] to confirm or click the button [Cancel] to cancel.

If setting successfully, it prompts:

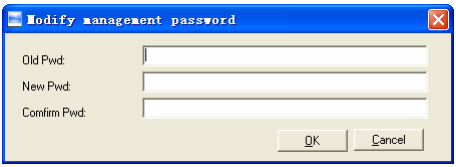


If you have not set any time, it prompts:



4.5.4 Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



Old password: default password is empty. If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,

Click [OK] and input old password again.

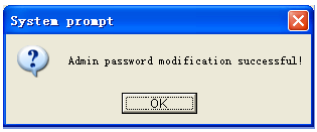
New Pwd: the password user wants to set

Confirm Pwd: input new password again to confirm. If confirm Pwd is different from

new one, system will prompt:

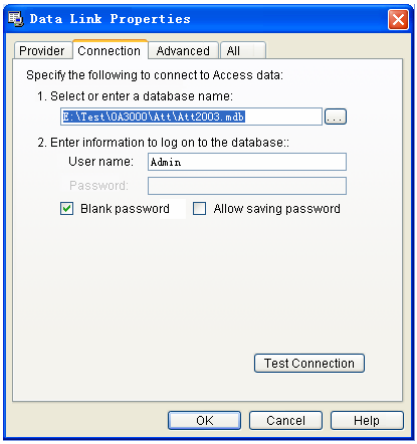
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

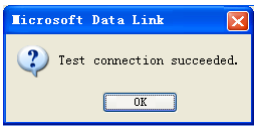


4.5.5 Database linking setting

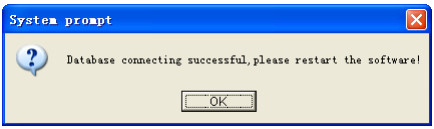
Click the [Database linking setting]. The [Data Link Properties] window pops up:



Click [...] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If database set ID and password, input ID and password in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts,



Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,



4.5.6 Exit system

Click [Exit system]. It prompts:

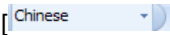
Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.6 User interface configuration

4.6.1 Interface skin color

Shift the skin color by press the button [ ]. The style is Windows XP system style.

4.6.2 Change the software language

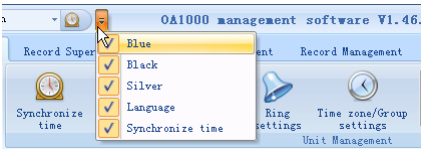
Choose the language in the option [

].

4.6.3 Set quick access button

Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:

Click the item "Add to Quick Access Toolbar". And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:

Click the item “Remove from the Quick Access Toolbar”.

Chapter5 Background Management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

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5 Background management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

5.1 Log in system

Double click the icon on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator‘s name is “Admin” and password is empty. Log in system and the following interface will be displayed:

The main interface includes three parts:

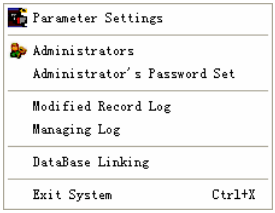
1. System menu: Include the whole function module& information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

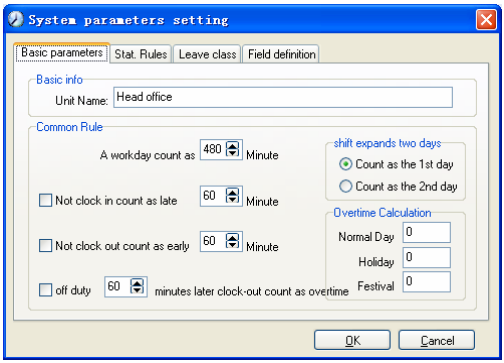
5.2 System

Click [**System**] on the main menu, following springs:



5.2.1 Parameters Settings

Click [**Parameters Settings**] in system menu. The following window will prompt:



Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

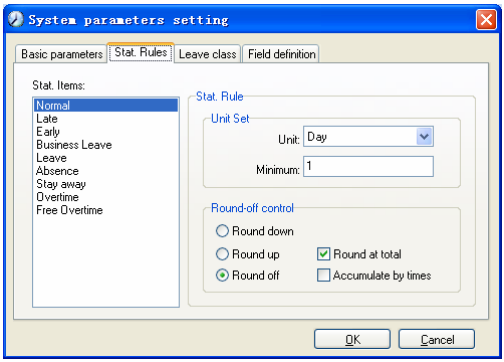
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic5.1, following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the number after the minimum unit one regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the number after the minimum unit is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

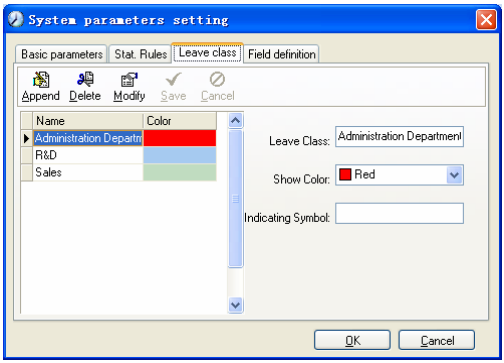
Round off: If the number after the minimum unit is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic5.1, following shows:



Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

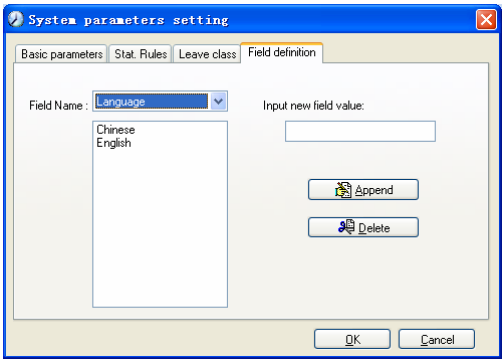
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

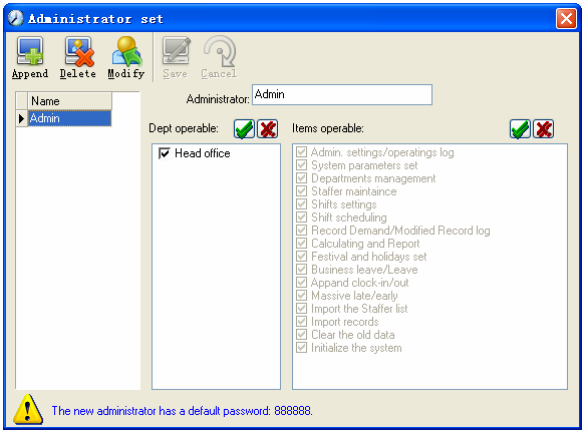
Click page [Field definition] in pic5.1, following shows:



This page add the corresponding value for [Nation], [Specialty], [Position], [Education] in menu [Staffer maintenance].

5.2.2 Administrators

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Staffer maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

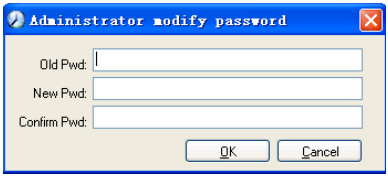
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

5.2.3 Administrator's Password Set

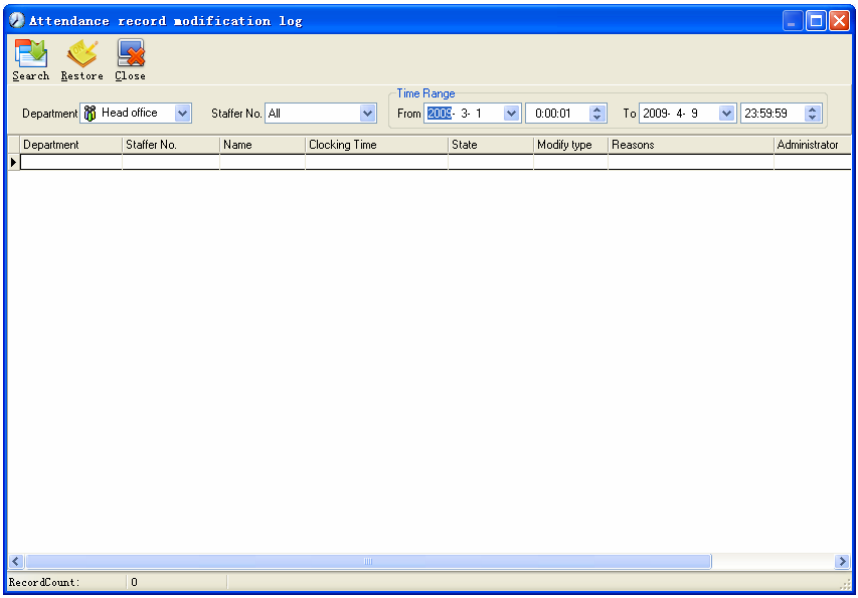
Click menu [System]--[Administrator's Password Set], following springs:



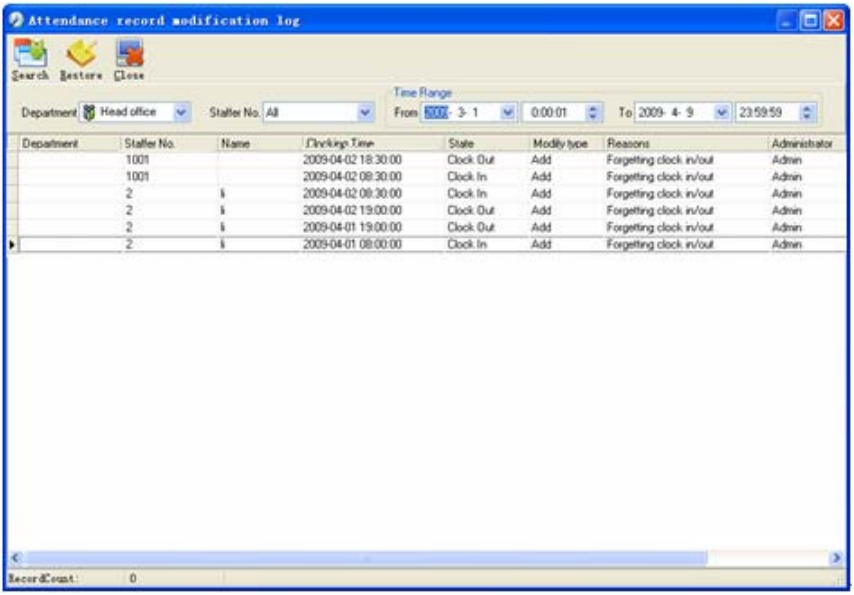
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

5.2.4 Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



Select department, staffer ID and time range and click [Search] and those records which match the above condition will be displayed as follows:

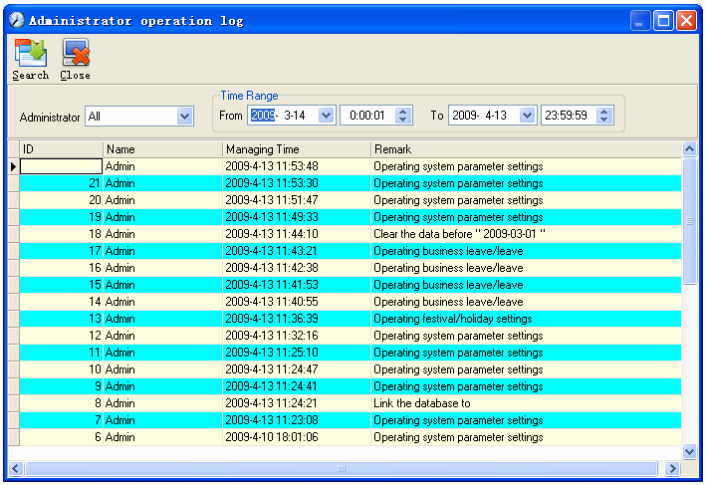


Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking[Restore]

Click [Close] to exit.

5.2.5 Managing Log

Click menu [System]--[Managing Log], following springs:

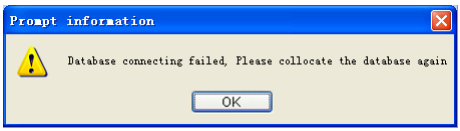


This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

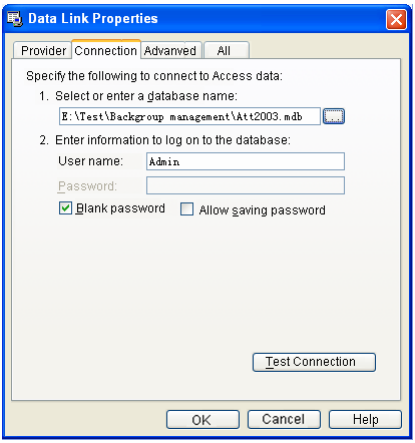
5.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click [Database linking] in system menu, the following springs.

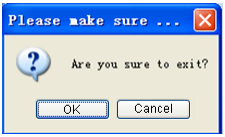


Input the database name or click the ... button to select the correct database file.

Notice: you can click [Test connection] to test the connection correctness of the database.

5.2.7 Exit System

Click [Exit System] in System menu. The following menu springs.



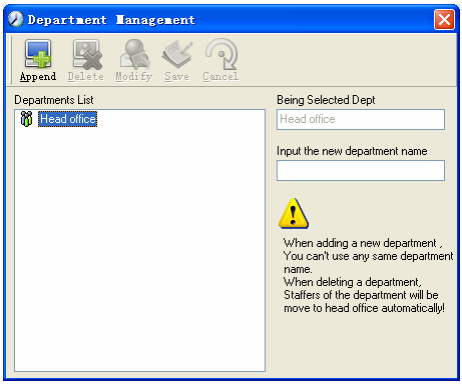
Click ok to exit management software and return to Windows system.

5.3 HR Management

Click [HR Management] on the main menu, following springs:

5.3.1 Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

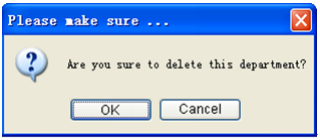
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

Department modification

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department

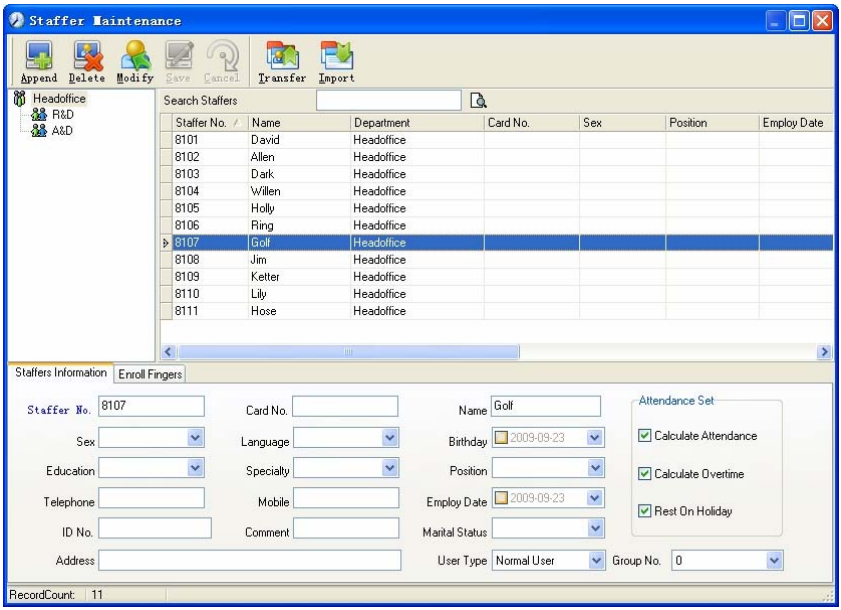
Choose the department, click [Delete] and then click OK to complete.



Notice: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2 Staffer Maintenance

Click [Staffer Maintenance] in [HR Management] menu, the following window appears:



Staff's adding:

Choose the department that the staffs belong to, clicks [Append], and input staff's information, then click [Save] to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records

will be deemed as free overtime.

2. Staffer No. is exclusive as well as the first digit cannot be 0!

Staff's modification:

Choose the staff, click [Modify] and input the new information, then click [Save].

Staff's deletion:

Choose the staff; click [Delete] and then click [OK] to complete.

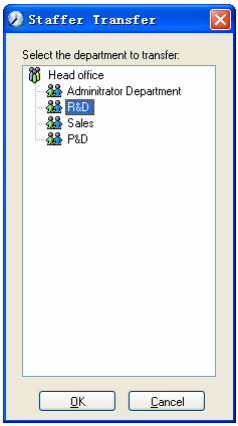
Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click [Import], staffer importation window springs for importing staffers.

Staff's department shifting:

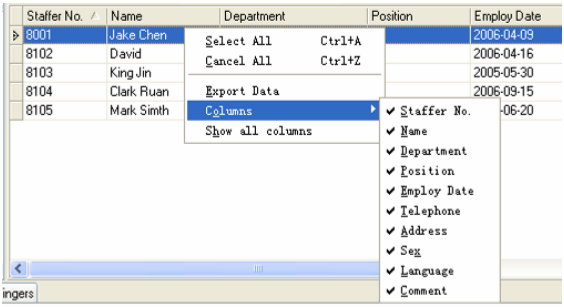
Choose the staff you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Staff:

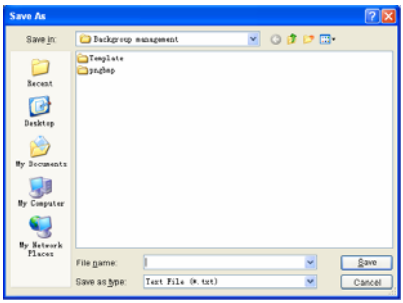
Right-click on staff list and the following window pops:



All displayed fields in staff info list can be defined through submenu of “Column”. Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:

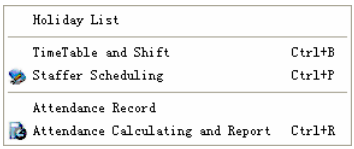


Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

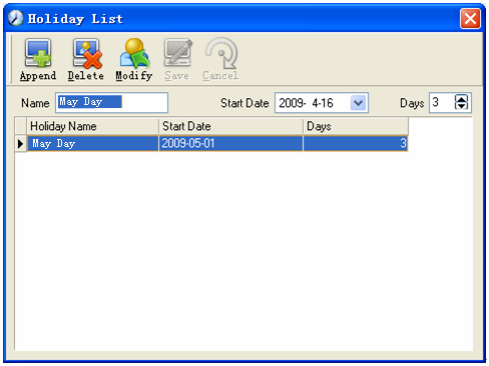
5.4 Attendance Management

Click [**Attendance**] in the main menu, following springs:



5.4.1 Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.



Add festivals or holidays

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

5.4.2 Timetable and Shift

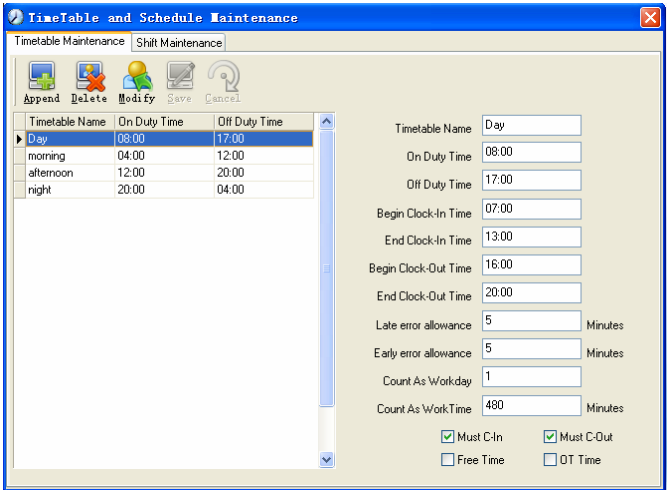
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.



Pic5.2 Timetable Maintenance

Add a new timetable

Click [Append] and enter the corresponding information:

[Timetable Name]For instance: Day Shift

[On duty Time](08:00) [Off duty Time] (17:00)

[Begin Clock-in Time](07:00) [End Clock-in Time] (13:00)

[Begin Clock-out Time](16:00) [End Clock-out Time] (20:00),

[Late error allowance](5) [Early error allowance] (5)

[Count as work day](1)

[Count as work time XXX minutes](480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left.[Begin Clock-in Time]and[End Clock-in Time]setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance]means how many minutes after[On duty]are treated as “late”,[Early error allowance]means how many minutes before[End Clock-in Time]are treated as “early”; [Count as work day]and[Count as work time XXX minutes]are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Staff A’s shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings]If he didn’t clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

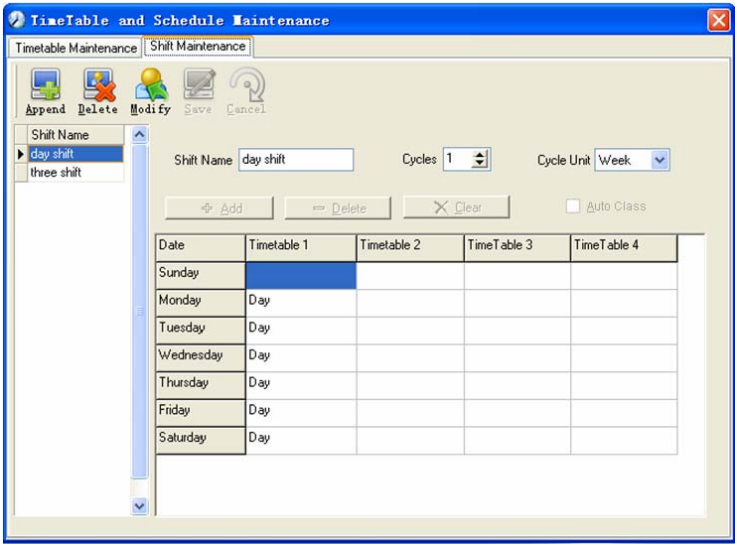
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic5.2. Please note there should be no blank left.)

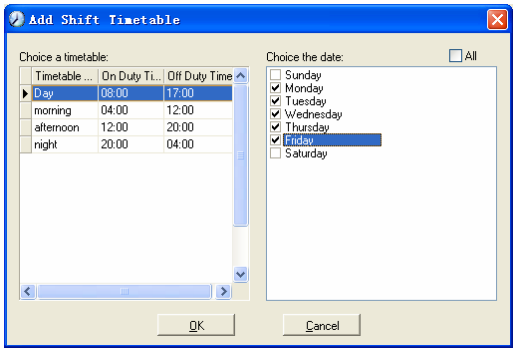
Shift Maintenance

Click [Shift Maintenance] in Pic5.2 and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.)



Pic5.3 Add a timetable

Delete the timetable: select the timetable you want to delete and click [Delete].

Clear the timetable: clear all the timetables of the shift.

Arrange the shift automatically: when a staffer has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

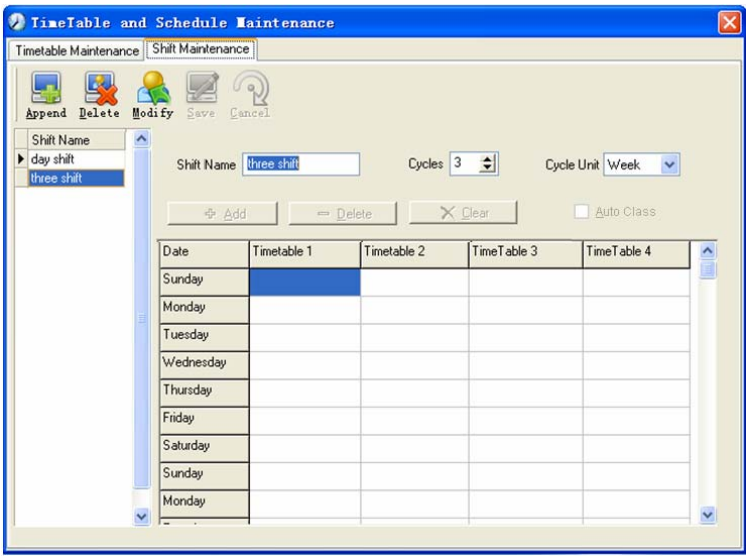
Select the shift to be deleted and click [Delete].

Example——Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff is on holiday every Saturday and Sunday.)

Step 1:

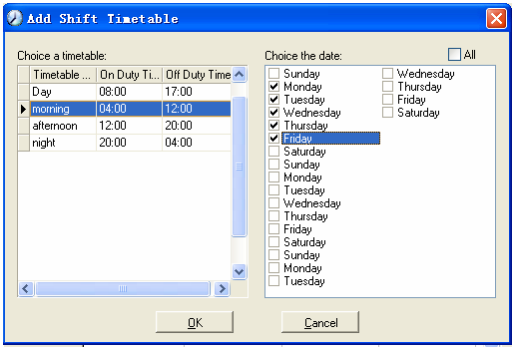
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

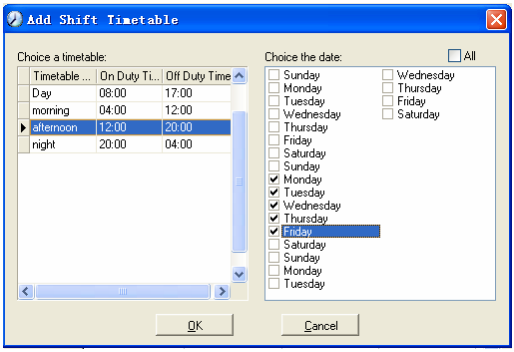
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [Ok] to complete the setting of the first week.

The second week (Afternoon shift, from Monday to Friday)

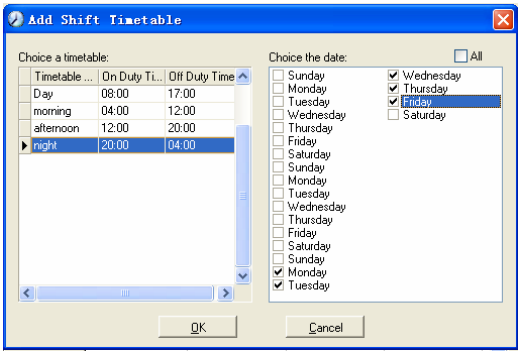
Click [Add]; make corresponding operation in the springing window (see the result below):



Click [ok] to complete the working hour setting for the second week.

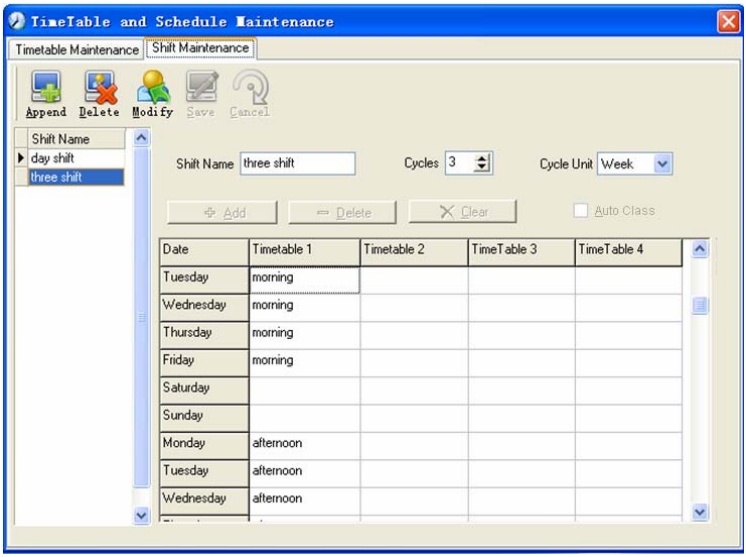
The third week (night shift, from Monday to Friday)

Click [Add]; make corresponding operation in the springing window (see the result below):



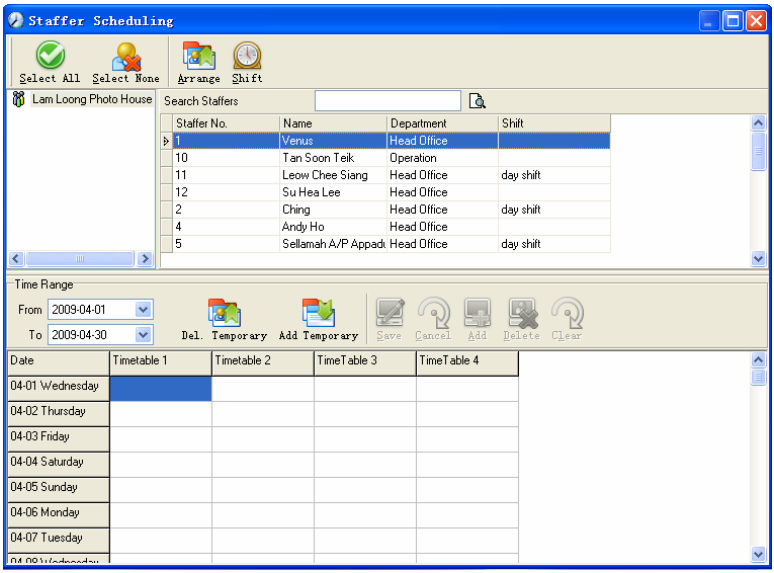
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):



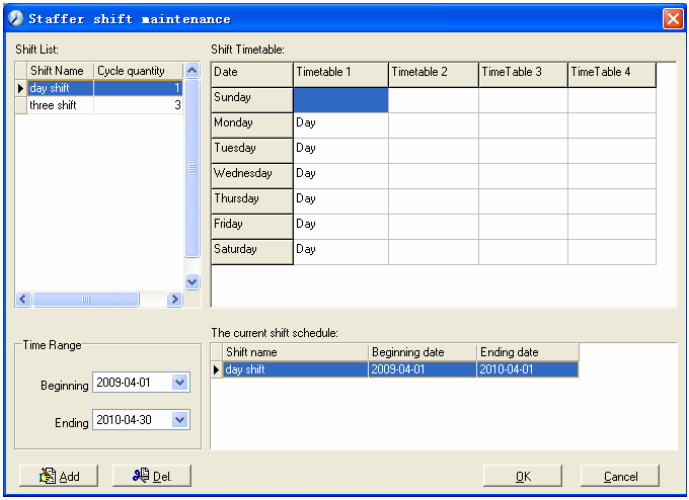
5.4.3 Staffer Scheduling

Click [Staffer Scheduling] in [attendance] menu. The following window appears:



Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:



Pic5.5 Add a new shift

Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class ", click [Add] button and then click [ok] in Pic5.5 to finish the

adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

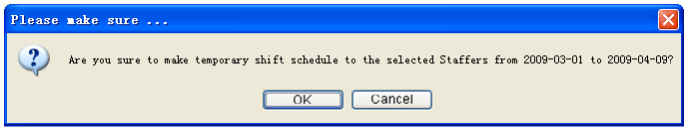
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

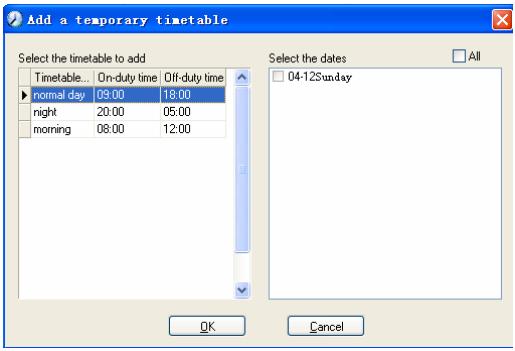
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

When one or many staff's working time needs to be changed temporarily, you can arrange a temporary shift. Click add [temporary] the following window appears:


Please make sure ...
Are you sure to make temporary shift schedule to the selected Staffers from 2009-03-01 to 2009-04-09?
OK
Cancel

Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

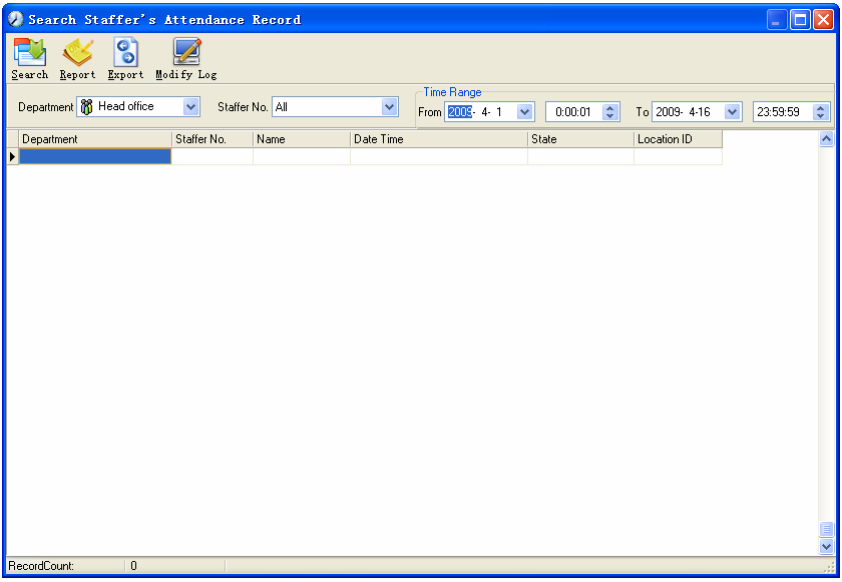
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

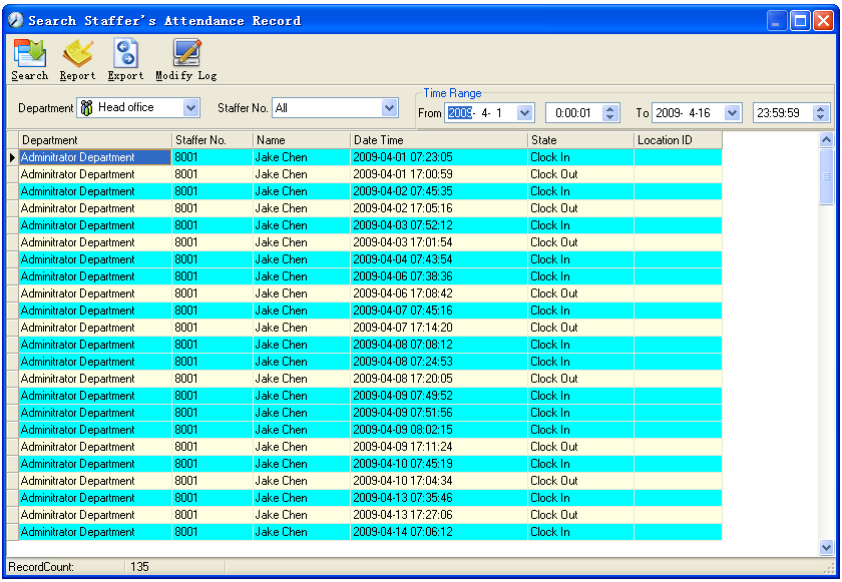
5.4.4 Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:



Inquiry of attendance record

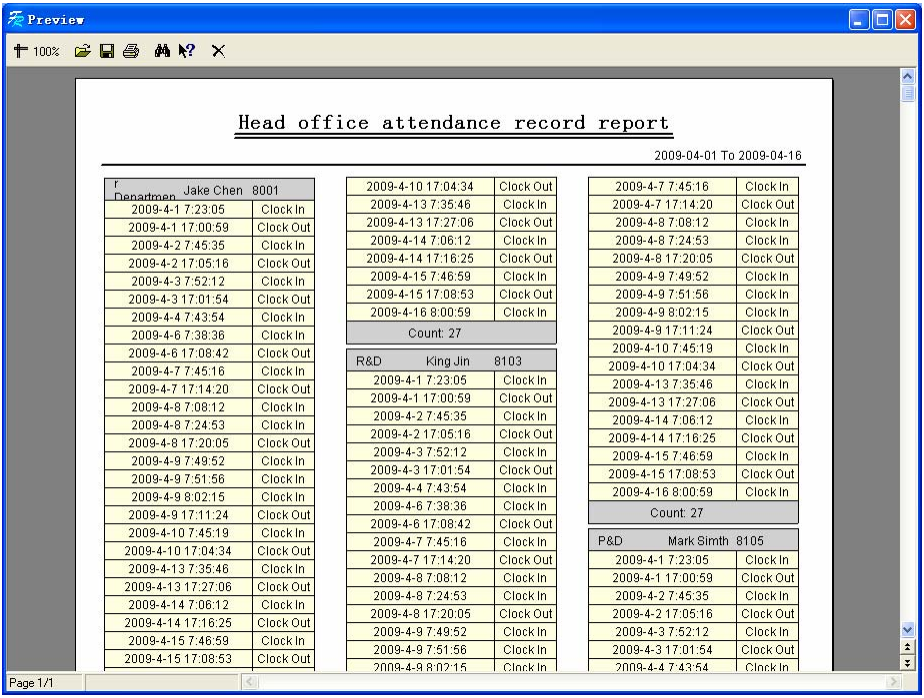
Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.


Search Staffer's Attendance Record
Search
Report
Export
Modify Log
Department
Head office
Staffer No.
All
Time Range
From
2009- 4- 1
0:00:01
To
2009- 4-16
23:59:59
Department
Staffer No.
Name
Date Time
State
Location ID
Administrator Department 8001 Jake Chen 2009-04-01 07:23:05 Clock In
Administrator Department 8001 Jake Chen 2009-04-01 17:00:59 Clock Out
Administrator Department 8001 Jake Chen 2009-04-02 07:45:35 Clock In
Administrator Department 8001 Jake Chen 2009-04-02 17:05:16 Clock Out
Administrator Department 8001 Jake Chen 2009-04-03 07:52:12 Clock In
Administrator Department 8001 Jake Chen 2009-04-03 17:01:54 Clock Out
Administrator Department 8001 Jake Chen 2009-04-04 07:43:54 Clock In
Administrator Department 8001 Jake Chen 2009-04-06 07:38:36 Clock In
Administrator Department 8001 Jake Chen 2009-04-06 17:08:42 Clock Out
Administrator Department 8001 Jake Chen 2009-04-07 07:45:16 Clock In
Administrator Department 8001 Jake Chen 2009-04-07 17:14:20 Clock Out
Administrator Department 8001 Jake Chen 2009-04-08 07:08:12 Clock In
Administrator Department 8001 Jake Chen 2009-04-08 07:24:53 Clock In
Administrator Department 8001 Jake Chen 2009-04-08 17:20:05 Clock Out
Administrator Department 8001 Jake Chen 2009-04-09 07:49:52 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 07:51:56 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 08:02:15 Clock In
Administrator Department 8001 Jake Chen 2009-04-09 17:11:24 Clock Out
Administrator Department 8001 Jake Chen 2009-04-10 07:45:19 Clock In
Administrator Department 8001 Jake Chen 2009-04-10 17:04:34 Clock Out
Administrator Department 8001 Jake Chen 2009-04-13 07:35:46 Clock In
Administrator Department 8001 Jake Chen 2009-04-13 17:27:06 Clock Out
Administrator Department 8001 Jake Chen 2009-04-14 07:06:12 Clock In
RecordCount:
135

Attendance record report form preview

Click [Report] when the window displays the attendance inquiry records, you can get

the report form automatically.



Attendance records exporting

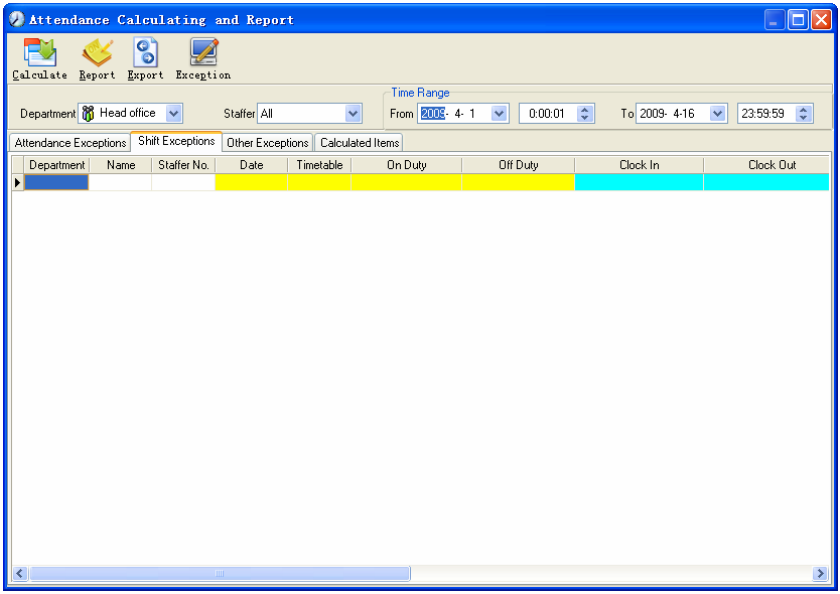
If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5 Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:



Pic5.6 Attendance Calculating and Report

Select the beginning, the ending date and the department and staff that needs to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]Display Staff's attendance result in the scheduled time period;

[Other Exceptions]Display Staff's leave, out and overtime etc.

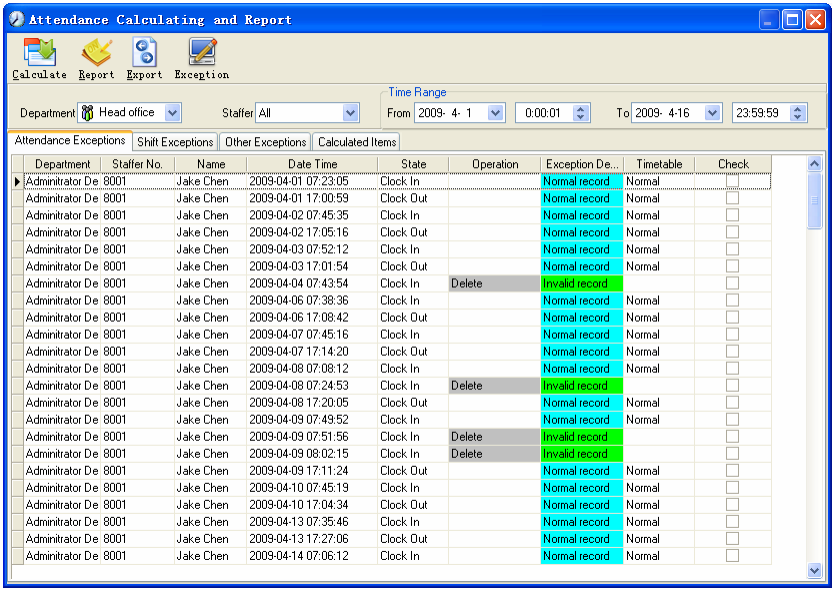
[Calculated Items]Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

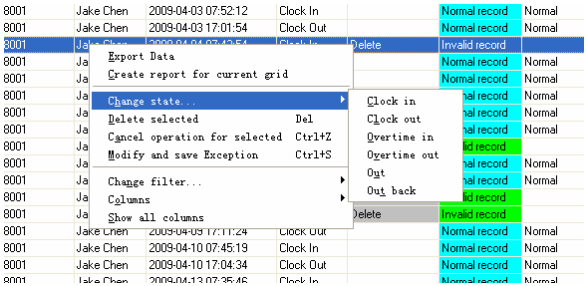
Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:


Attendance Calculating and Report
Calculate
Report
Export
Exception
Department
Head office
Staffer
All
Time Range
From
2009- 4- 1
0:00:01
To
2009- 4-16
23:59:59
Attendance Exceptions
Shift Exceptions
Other Exceptions
Calculated Items
Department
Staffer No.
Name
Date Time
State
Operation
Exception De...
Timetable
Check
Adminitrator De 8001 Jake Chen 2009-04-01 07:23:05 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-01 17:00:59 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-02 07:45:35 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-02 17:05:16 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-03 07:52:12 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-03 17:01:54 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-04 07:43:54 Clock In Delete Invalid record
Adminitrator De 8001 Jake Chen 2009-04-06 07:38:36 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-06 17:08:42 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-07 07:45:16 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-07 17:14:20 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-08 07:08:12 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-08 07:24:53 Clock In Delete Invalid record
Adminitrator De 8001 Jake Chen 2009-04-08 17:20:05 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-09 07:49:52 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-09 07:51:56 Clock In Delete Invalid record
Adminitrator De 8001 Jake Chen 2009-04-09 08:02:15 Clock In Delete Invalid record
Adminitrator De 8001 Jake Chen 2009-04-09 17:11:24 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-10 07:45:19 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-10 17:04:34 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-13 07:35:46 Clock In Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-13 17:27:06 Clock Out Normal record Normal
Adminitrator De 8001 Jake Chen 2009-04-14 07:06:12 Clock In Normal record Normal

We will see such mistakes as “state mistake “,” invalid record”, “repeated record”, etc. are described. (If we will revise to write down, click the right key and springs the following menu):


8001 Jake Chen 2009-04-03 07:52:12 Clock In Normal record Normal
8001 Jake Chen 2009-04-03 17:01:54 Clock Out Normal record Normal
Export Data
Create report for current grid
Change state...
Delete selected Del
Cancel operation for selected Ctrl+Z
Modify and save Exception Ctrl+S
Change filter...
Columns
Show all columns
Clock in
Clock out
Overtime in
Overtime out
Out
Out back
8001 Jake Chen 2009-04-10 07:45:19 Clock In Normal record Normal
8001 Jake Chen 2009-04-10 17:04:34 Clock Out Normal record Normal

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

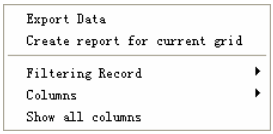
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

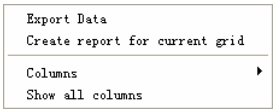
[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



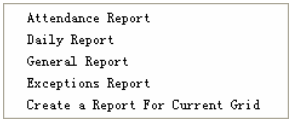
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

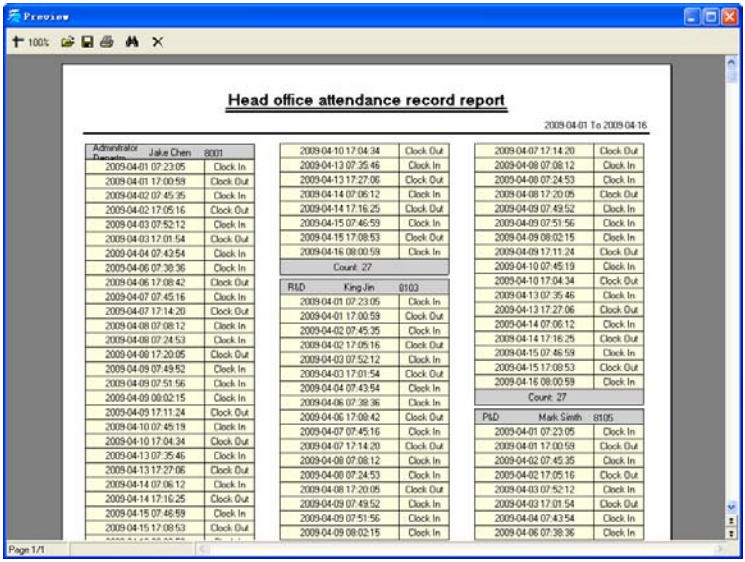
Report:

Click [Report] in pic5.6 and the following menu will pop up:

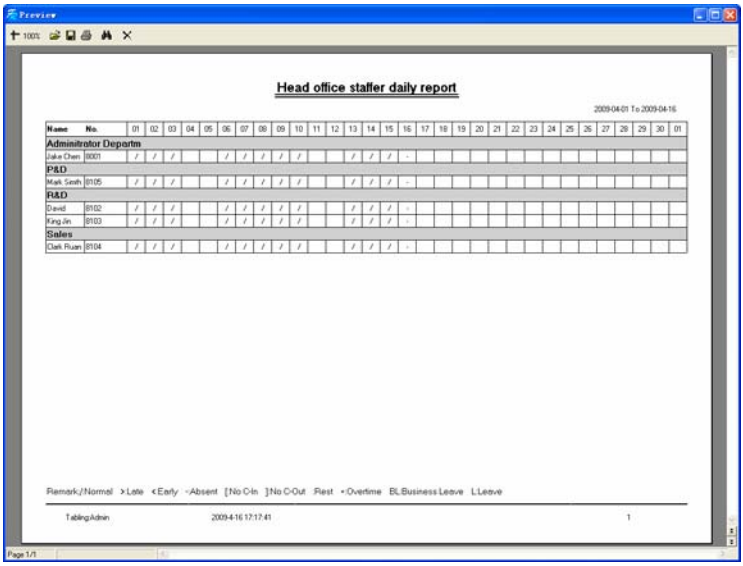


Pic5.7 Exception menu

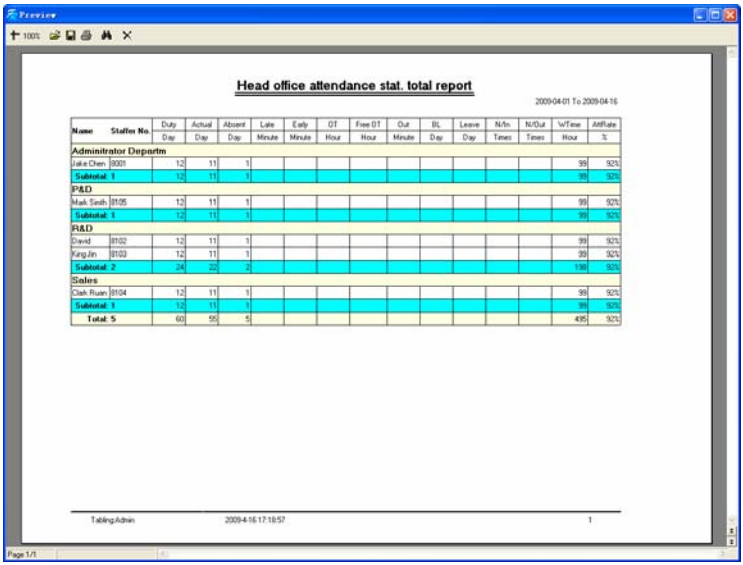
[Attendance Report]: Calculate staff's attendance record;



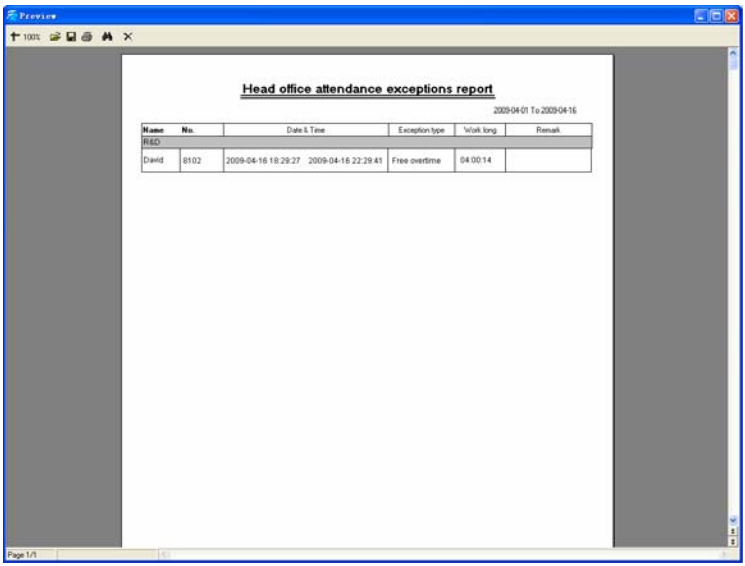
[Daily Report]: Calculate staff's daily attendance record;


Preview
Head office staffer daily report
2009-04-01 To 2009-04-16
Name No.
Remark:/Normal >Late <Early -Absent [No C-In]No C-Out Rest +Overtime BLBusiness Leave LLeave
Page 1/1

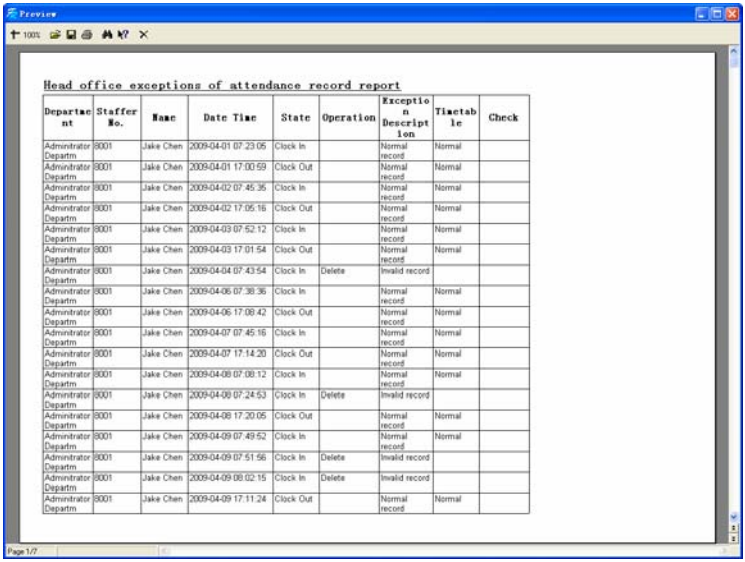
[General Report]:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;



[Exceptions Report]: Calculate staff's "out", "overtime", business leave/personal leave" etc;



[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

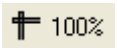


Head office exceptions of attendance record report

Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Timetable	Check
Administrator Departm	8001	Jake Chen	2009-04-01 07:23:05	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-01 17:00:59	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-02 07:45:35	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-02 17:05:16	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-03 07:52:12	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-03 17:01:54	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-04 07:43:54	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-06 07:38:36	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-06 17:08:42	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-07 07:45:16	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-07 17:14:20	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-08 07:08:12	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-08 07:24:53	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-08 17:20:05	Clock Out		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-09 07:49:52	Clock In		Normal record	Normal	
Administrator Departm	8001	Jake Chen	2009-04-09 07:51:56	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-09 08:02:15	Clock In	Delete	Invalid record		
Administrator Departm	8001	Jake Chen	2009-04-09 17:11:24	Clock Out		Normal record	Normal	

Print Report:

Toolbar of report preview is as the following picture:



Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

Print Report;

Close Preview

Data Export:

In picture 5.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

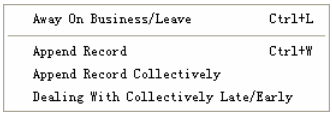
Exceptions dealt with:

In pic5.6, click [Exception] and the following menu will pop up:

Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

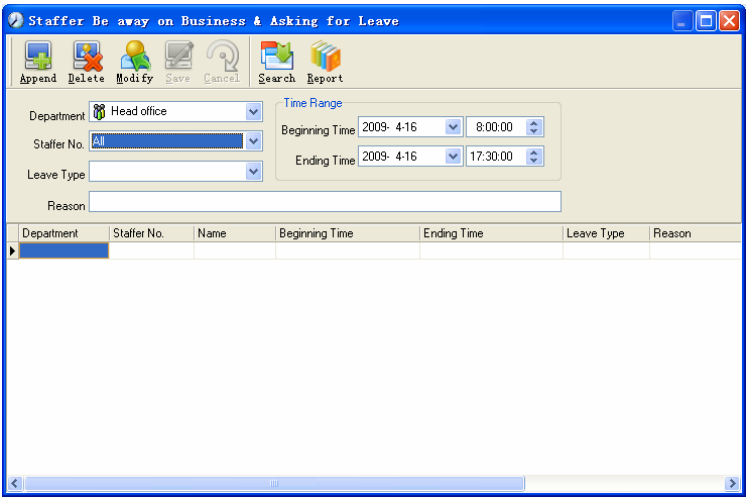
5.5 Deal with Exceptions

Click [**Exception**] on the main menu, following springs:



5.5.1 Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with staff away on business / leave:

Click [Append], then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

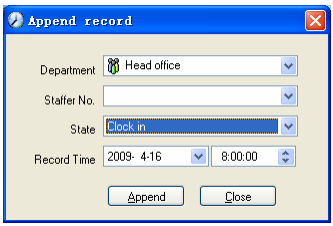
Select the appointed staffer whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click [Delete].

5.5.2 Append Record

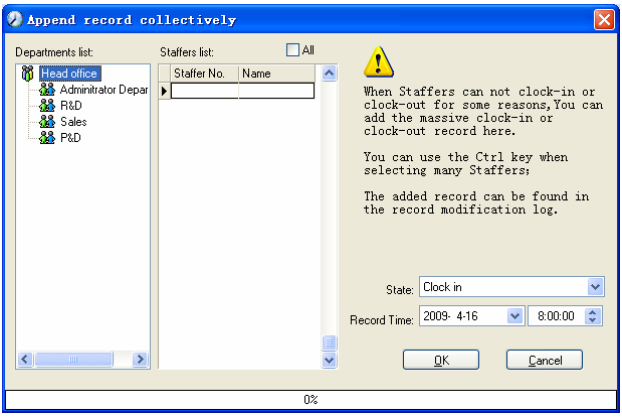
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [append] when ready.

5.5.3 Append Record Collectively

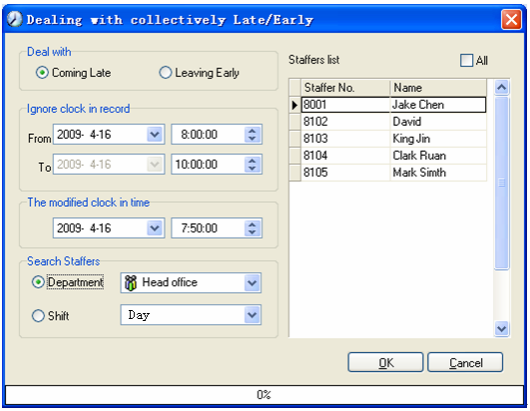
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click[Ok]to finish.

5.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] -menu. The following springs:



Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “ignore clock in record”;

3. Select the “modified clock in time”

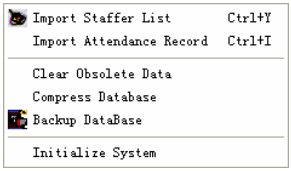
4. Search staff through department or shift;

5. Select staff;

6. Click [OK] to confirm.

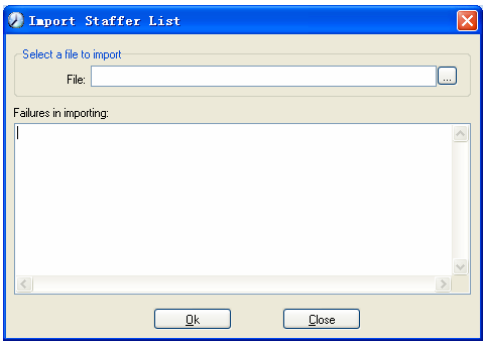
5.6 Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

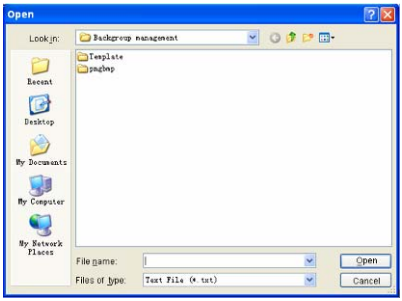


5.6.1 Import Staffer List

Click [Import Staffer List] in [Data Maintenance] menu. Pop up the following window:



Click to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [ok]to start!

The definition of (*.txt) data format as follows:

This format of file only can import the staffer info of “ID, Name, and department”;

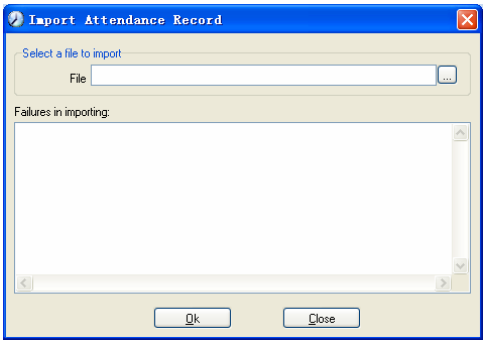
The format of data must follow: Staffer ID + Tab + Name + Tab + Department;

The information each staffer takes one line, no blank line between one another.

This format of file can import the staffer info includes: “Staffer No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.

5.6.2 Import Attendance Record

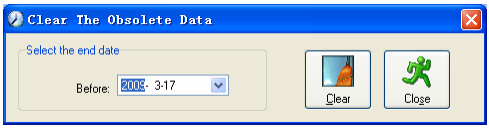
Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click ... to select the attendance record file for importing, and click [OK] to start.

5.6.3 Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [Clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago)

5.6.4 Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

5.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

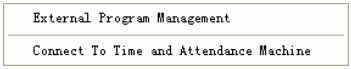
Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6 Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

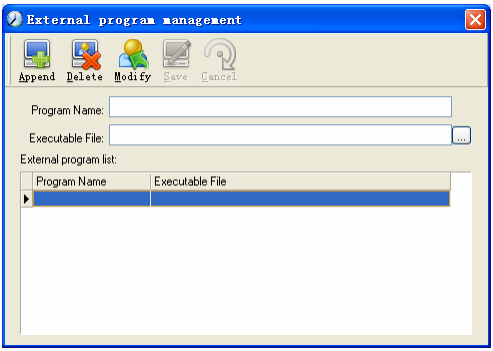
5.7 External Program Management

Click [External] on the main menu, following springs:



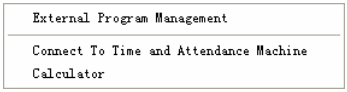
5.7.1 External Program Management

We can append external program into time attendance program for convenient operation. Click [External]-[External Program Management], following springs:



Firstly, we can click [Append] to add a new menu. For example, we need “calculator” when we are operating, input “Calculator ” into the input field of [Program name], and then input “C:\WINDOWS\system32\cacls.exe” into the input field of Executable file or browse ... to find the calculator program, click [Save] to finish at last. We will see

[Calculator] when you open [External program management] over again:



5.7.2 Connect to Time Attendance Machine

Click [External]-[Connect to Time Attendance Machine] springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

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Chapter 6 FAQ

Frequently asked questions and answers.

6 FAQ

6.1 My fingerprint has been enrolled but often failed in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2 T&A system can't be connected with PC

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect Net (wrong setting)	Please refer to TCP/IP Set. Connecting Time Attendance terminal

6.3 No records found though staff have clocked in/out

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Please refer to the manual for time synchronization
2.Minority staff fingerprint false accepted	1. Please refer to the manual. You can add the records manually. 2. Please refer to the manual. You can adjust the fingerprint matching precision.

	3. Enroll another fingerprint. And then try again.

6.4 The user can not identify

Reason	Solution
1. In the sleeping mode	Press any key one the keypad
2. The device is communicating or communication interruption	1.Disconnect the connection 2.Resolve the wire interruption
3. Fingerprint sensor control board abnormal	1. Restart the machine.

6.5 Staffer can't pass although used the User ID+FP mode

Reason	Solution
1. Enter wrong User ID	Enter the correct User ID
2. This user do not have the 1:1 identification privilege	Set the 1:1 identification privilege

6.6 The unit beeps automatically when no one punches in/out

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)

Notice: If you have any other problems, please kindly email us the log files in zip or rar (The log files are in the folder "Log" in the installation directory of the software)!

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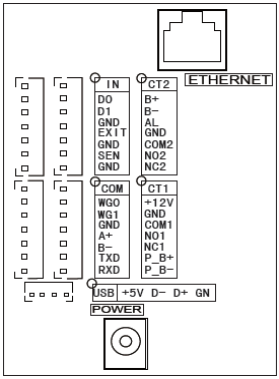
Chapter 7 Appendix

The main theme of this chapter is the additional information of this T&A including access control cable connection.

7 Appendix

7.1 Communication and Power Interface



Interface:

[USB]: +5V, D-, D+, GND POWER: Power interface

[COM]: (7 interfaces)

1. Wiegand output: W_D0, W_D1, GND 2. RS485: A+, B-

3. RS232: TXD, RXD

[CT1]: (7 interfaces)

1. Power input: +12V, GND 2. Relay: NC1, NO1, COM1

3. Doorbell (Connection passive doorbell, there are pressure drop + 5V on the negative): BELL+, BELL

[CT2]: (7 interfaces)

1. Doorbell (Connection active doorbell): BELL+, BELL-

2. Alarm: ALARM, GND 3. Relay: NC2, NO2, COM2

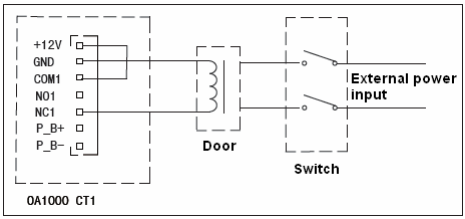
[IN]: (7 interfaces)

1. Wiegand input: D0, D1, GND 2. Open button: EXIT, GND

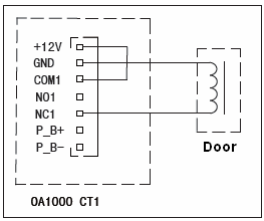
3. Magnetic Input: SEN, GND

7.2 Access wiring diagram

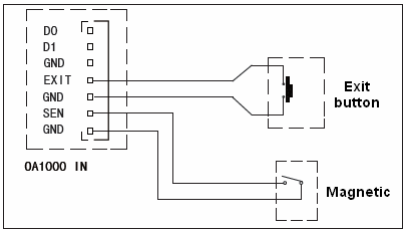
1. External power for door lock, do not take power from the OA1000. After the issue of Wiegand code, the relay of the lock power off and unlock.



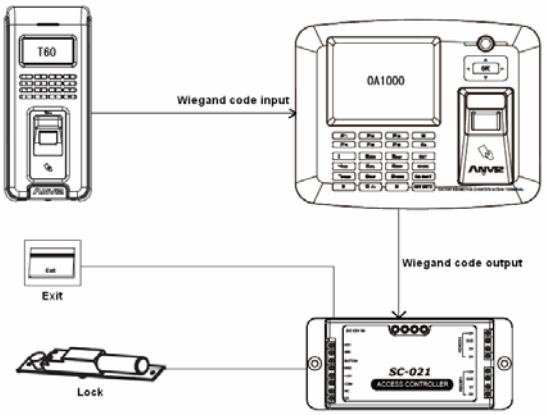
2. Lock on to take power from the OA1000, After OA1000 voltage signal sent, the power-door lock.

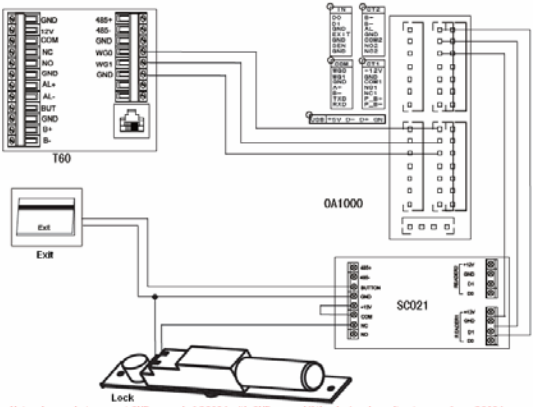


3. OA1000 and out buttons, door magnetic wiring diagram:



4. OA1000 and T60, SC021 formation of access control system:





Note: please shot connect GND ground of SC021 with GND ground if the device doesn't get power from SC021.